

Egielyn Jadman

TRAVEL AGENT - PINOY TOURISM & TRAVELS

Abu Dhabi

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971-544540897

Seeking an organization in need of an aggressive, energetic person to improve performance and get on an original innovative path to maintain the total concept of personal and professional service.

CONTACT

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EMAIL:

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Work Experience

TRAVEL AGENT

PINOY TOURISM & TRAVELS

December 2018 to Present

- Arrange travel for business and vacation customers
- Determine customers' needs and preferences, such as schedules and costs
- Plan and arrange tour packages, excursions, and day trips
- Find fare and schedule information

ADMIN ACCOUNTING ASSISTANT

BREO PRINTS SHOP

November 2017 to May 2018

- maintaining records of invoices, payments and transactions, preparing accounts payable, invoices and purchase orders, petty cash and payroll.

- Completing purchase orders.

- Manage all company's social media account e.g. Facebook, Lazada, Shoppe.

ADMIN ASSISTANT

UNIVERSAL ROBINA CORP

May 2017 to November 2017

- resolve administrative problems and inquiries
- prepare written responses to routine inquiries
- schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- record, compile, transcribe and distribute minutes of meetings
- maintain office supply inventories

STORE SUPERVISOR

EVER GOTESCO CORP

December 2016 to May 2017

- Responsible for the daily running of stores.
- Manage retail staff, among which includes people working on the floor, and the cashiers
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- Help, drive, motivate, and encourage retail sales staff to achieve sales targets

AB LEISURE EXPONENT INC./TREASURY SSUPERVISOR

August 2013 to April 2016

- Keep accurate record of monetary exchange, authorizations form.
- Exchange coins, money, tickets, may issue payoffs and obtain customers signature or receipts.
- Invoicing clients, handling cash and cheque payments

Additional Information

SKILLS

EGIELYN JADMAN