

# SYLVIA C. BAUTISTA

Email: sylvia.bautista2176@yahoo.com

Contact No. 00971523593379



## **OBJECTIVES**

To work in an organization as an integral part of it and accomplish the job assigned successfully. A highly dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

## **EMPLOYMENT RECORD:**

### **JAMIL MANGAL TOURISM & TRAVEL**

**JAN 15, 2018 – MARCH 16, 2020**

#### **RESERVATION OFFICER /ADMIN EXECUTIVE**

- In –charge for Visa Change ticket issuance for AIR ARABIA and FLY DUBAI – B2B and Walking Clients
- In –charge for Visa Change by Bus Clients – B2B and Walking Clients
- Attend Walking Clients
- Manage company disbursement / Office expenses /Petty Cash fund and other task related for accounts and admin
- Processing of Statement of Accounts per Clients – Invoicing into software
- Booking and issuing Airline tickets

### **YSN TICKETING SERVICES, INC.**

**AUG 18,2014 - NOV 30, 2017**

#### **RESERVATION OFFICER**

- Handles Intl and Domestic Flight booking
- Handles hotel reservation – FIT AND GIT
- Assist and provides fact and information – Foreign clients for Package tours
- Prepares daily payments for resorts/hotel/transport rental and other dues need to settle

### **C & J TRAVEL and TOURS**

**OCT 11 2007-JULY 31 2014**

#### **RSVN AND ADMIN ASSISTANT**

- Handles Intl and Domestic Flight booking
  - Handles transportation booking for GROUP TOURS/CORPORATE
- In –charge for OPERATIONS AND ACCOUNTS**
1. Monitoring daily arrival (inbound and outbound bookings)
  2. In-charge and handle accounts dues to various supplier
  3. In-charge for monthly report of companies government reportorial

**ELITE ADJUSTERS & SURVEYORS, INC.**  
**MARCH 4, 1996 – SEPTEMBER 28, 2006**  
**ACCOUNTING CLERK**

- Handles and Prepares Monthly report of Surveyors cash advances & Liquidations.
- Prepares weekly Checkers payroll
- Prepares Check Vouchers and daily revolving fund
- In Charge for Daily and Monthly reports of Accounts Payable
- Handles remittance of Employees /officers benefits / government reportorial
- Monitoring and posting of Surveyors Expenses on operations
- Handles purchases of Company's forms and office supplies

**MY PERSONAL ATTRIBUTES INCLUDES THE FOLLOWING:**

- Highly motivated
- Flexible and willing to be trained
- Responsible
- Computer literate

**EDUCATIONAL BACKGROUND**

TERTIARY	: ASSOC – COMPUTER SECRETARIAL SYSTEMS TECHNOLOGY INSTITUTE Mandaluyong City 1994-1996
SECONDARY	: RIZAL HIGH SCHOOL Caniogan Pasig City 1988-1992
PRIMARY	: BUENAVISTA ELEMENTARY SCHOOL Buenavista, Pioduran Albay 1982- 1988

**PERSONAL INFORMATION:**

AGE	: 44 Years Old
BIRTH DATE	: FEB 1, 1976
BIRTH PLACE	: BICOL, PHILIPPINES
CITIZENSHIP	: FILIPINO
RELIGION	: ROMAN CATHOLIC
MARITAL STATUS	: MARRIED

This is to certify that the above information are true and correct to the best of my knowledge and belief

**SYLVIA C. BAUTISTA**  
**Applicant**

