DORIS GUION BISNAR

Contact No.: +63 9685461097 E-Mail: doris.bisnar777@gmail.com

PROFILE SUMMARY / CORE COMPETENCIES

- A Bachelor's Degree graduate with more than 15 solid years' experience in travel and tourism field
- Skilled, effective and efficient Travel Consultant
- Sound knowledge of using GDS such as Galileo, Amadeus and Sabre
- Well verse in client and vendor relations
- With a keen eye on Billing and Reconciliation process
- Keen attention to details, time management and organizational skills
- Good communication skills with honed interpersonal, problem solving and analytical skills
- A certified team player and can readily adapt/adjust to any given situations; someone who can display tack, professionalism and respect; as well as exercise confidentiality in all dealings

WORK EXPERIENCES

July 2012 – December 2022 with Instone Philippines INC. - Makati City
Travel Consultant-Marine

About the Company: A long established travel management group and one of the fastest growing brands in the travel industry.

Responsibilities:

- In-charge of sourcing for cheapest and most direct flights
- Responsible in coordinating with the Port Agent before the flight of the crew to arrange pick up transfer and visa if needed

March 2007 - May 2012 with Splendid Holidays Travel & Tours Ermita Manila
Reservation Agent

About Company: Wholesaler of tour packages especially in Asia and some parts of Europe.

Responsibilities:

- Help clients find a suitable package; plan holidays and tour itineraries
- Sell and coordinate transportation, accommodations, travel insurances and tour activities
- Advise clients regarding destinations, cultures, customs, and weather during their travel time

February 2002 – January 2007 with Sinai Travel and Tours
Reservation Agent

About Company: One of the competitive wholesalers of Asian Packages in the Travel industry

Responsibilities:

- Book group or individual flight; as well as arranging hotel accommodations of agencies or FIT's
- Advise customers about passports, visas, tours and vehicle hires
- Handle travel issues, complaints and refunds
- Inform and update clients of changes in the bookings such as flight cancellations, etc.

IT SKILLS

Well versed with MS Office Tools and Internet Applications

PROFESSIONAL QUALIFICATION

Bachelor in Social Work (Central Philippine University, Iloilo City, Philippines)

PERSONAL DETAILS

Nationality: Filipino
Languages Known: English and Tagalog
Contact Address: Pasay City, Philippines

REFERENCES

- Mr. Joey Baloja / SR Travel Specialist / +639060668741
- Ms. Marilyn Edang /Board Member Province of Guimaras, Philippines / +639476318472
- Ms. Maria Elena Paniagua / Team Leader ATPI Philippines / +639159323485