

CRISELIA AGNO

 +971-55-634-4867

 agnocrisel@gmail.com

 Al Nahda, Sharjah, UAE

PERSONAL INFORMATION

- Height : 5'2"
- Weight: 55 kg
- Age: 25 years old
- Civil Status: Single
- Citizenship: Filipino
- Religion: Roman Catholic
- Visa Status: Residence Visa

EDUCATIONAL BACKGROUND

FAR EASTERN UNIVERSITY

Manila City, Philippines
2015 - 2019

AFFILIATIONS

- Tour Guiding and Ushering Committee (2016-2019)
- League of Tourism Student of the Philippines (2016-2019)
- Young Women's Christian Association (2017-2019)

HIGHLIGHTED SKILLS

- MS Office Applications (MS Word, MS Excel, MS Power Point, MS Outlook etc.)
- Internet Usage/Research
- Ability to operate all equipment necessary to perform the job.
- Can connect and engage with others.
- Could work under pressure with less supervision.
- Strong team-working and multitasking skills.
- Equipped with efficient social and interpersonal skills.
- Can be given a task and trusted to complete it to a specific quality standard.
- Conversant in both English and Filipino and able to make conversations politely.
- Able to work with a diverse group of people and knows to handle change when it comes.

CAREER OBJECTIVE

To employ my knowledge and experience to secure a professional career with opportunities for challenges and career advancement, while gaining knowledge of new skills and expertise.

EXPERIENCE

SECRETARY TO THE CFO

Al Marwan General Contracting Co. LLC SP, Ind.Area 15, Sharjah, UAE
January 2020 - Present

- Arranging internal and external meetings.
- Drafting supplier credit application forms.
- Maintaining issued cheques (from CFO Office).
- Preparation of daily activity report of office messengers.
- Liaison with internal and external parties on behalf of the CFO.
- Petty cash review, follow-up and delivery to relevant personnel.
- Receiving calls from suppliers and subcontractors regarding payment.
- Documents receiving, transmission, follow up to and from other departments.
- Any other job/task deemed necessary from time to time.

FRONT DESK/ SALES REPRESENTATIVE

Haider Tourism LLC, Al Qusais, Dubai, UAE
October 2019 - December 2019

- Represents the first point of contact with the clients of a business.
- Perform essential front desk administrative duties including phone calls, greeting clients and attending queries.
- Makes and/or changes reservations, seat assignment.
- Verifies reservations by phone, figures fares and handles payments.
- Support personnel who are not client-facing.

TRAINING & VOLUNTEER EXPERIENCE

ASIANA AIRLINES / ASIANA PHILIPPINES GSA INC. (2019) MAKATI CITY, PHILIPPINES

- On the Job Trainee / Sales & Ticketing / Accounting & Admin Staff

ASIA PACIFIC YOUTH EXCHANGE PROGRAM (2019) BANGKOK, THAILAND

- Delegate

MY REFERENCES

Maher Elshahry, Chief Financial Officer
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