



CONTACT

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PERSONAL DETAILS

- Date of Birth : 09-28-1995
- Age : 28
- Nationality : Filipino
- Gender : Male
- Marital Status : Single
- Visa Status : Working Visa

PROFESSIONAL SKILLS

- Computer Skills: Proficient in Microsoft Office Packages
- An ability to determine work priorities and reviewing work for quality.
- Efficiency in explaining instructions and guidelines to others.
- Proficient in routine office correspondences
- Ability to work under pressure & flexible.

EDUCATIONAL QUALIFICATION

- **University of Cebu-Main**
Bachelor Of Secondary Education-Social Science
2012-2016

LANGUAGE KNOWN

- English
- Filipino

HERUELA, RUFO JR.

Villa 19 Al Wasl Rd. Jumeirah 1, Dubai, UAE

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Operation Executive / Happy Corner Tourism LLC

Dubai, UAE 2018-Present

- ✓ Handling all emails (Client/Suppliers) daily in a timely manner.
- ✓ Meeting clients at the Airport, Hotels, or other places as per the itinerary.
- ✓ Making and answering phone calls.
- ✓ Booking or making hotel, restaurant, transportation, and tourist attraction reservation as per itinerary.
- ✓ Explaining the itinerary to the tour guide.
- ✓ Evaluating suppliers to maintain cost controls and improve operations.
- ✓ Collaborating on operational support tasks to achieve common goals.
- ✓ Performing administrative tasks and responsibilities as required.
- ✓ Other responsibilities required by the management.

Teacher / St. Alphonsus Catholic School

Lapu-Lapu City, Philippines 2017-2018

- ✓ Planned and implemented integrated lessons to meet national standards.
- ✓ Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- ✓ Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.
- ✓ Provided guidance and advice to students on educational and social matters and on their further education and future careers, providing information on sources of more expert advice.
- ✓ Assessed, recorded, and reported on the development, progress, attainment, and behavior of one's student.

Teacher / St. Joseph School of Mactan

Lapu-Lapu City, Philippines 2016-2017

- ✓ Planned and implemented integrated lessons to meet national standards.
- ✓ Communicated frequently with parents, students, and faculty to provide feedback and discuss instructional strategies.
- ✓ Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.

- ✓ Provided guidance and advice to students on educational and social matters and on their further education and future careers, providing information on sources of more expert advice.
- ✓ Assessed, recorded, and reported on the development, progress, attainment, and behavior of one's student.

Receptionist/Secretary (Part-time) / Salazar Colleges and Institute of Technology

Cebu City, Philippines 2014-2016

- ✓ Managed the reception area, including greeting school visitors, and responding to telephone and students' requests for information.
- ✓ Prepared reports and correspondence from dictation and handwritten notes.
- ✓ Performed routine administrative tasks and responsibilities as required.
- ✓ Managed all flows of documents either in electronic form or on paper support.
- ✓ Maintained the proper filing of electronic and hard copy of documents as required.
- ✓ Processed the outgoing documentation.
- ✓ Handled general inquiries received and any day-to-day clerical needs required by the school.
- ✓ Assistance in the preparation, collation, and issuance of reports and registers as may be required by department heads.

DECLARATION

I hereby confirm the above information given is true and correct to the best of my knowledge.

HERUELA, RUFO JR.