

**LAARNI B. DENOSTA**

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**JOB OBJECTIVE**

To be part of a company where I can contribute my knowledge and skills. To gain more experience and training in my chosen field that will help me success fully climb the corporate ladder.

**WORK EXPERIENCES****AC ENTERPRISES**

**Position: Sales Officer (Home-based)**

**Mar 2019 – Dec 2023**

- In-charge of Sales and Marketing
- Create proposals and make bids for clients
- Acquiring new clients

**BETD PRINTING SERVICES**

**Position: Sales Executive (Home-based)**

**Jan 2016 – Dec 2018**

- In-charge of Sales and Marketing
- Create proposals and make bids for clients

**FIRST UNITED TRAVEL, INC.**

**Position: Travel & Tours Consultant (Home-based)**

**Jan 2015 – Dec 2015**

- Render a valuable service to people intending to travel by making all the necessary travel arrangements, locally and internationally
- Gives information and advice to clients on customs regulations, passports, visas, currency regulations & tourist attractions, the compiling of itineraries, the booking of flights, tours, accommodation, car rental and general administration associated with such tasks
- Handle Company Website
- Update International Tariff for hotels and resorts
- Acquiring new clients (International travel agencies / operators)

**FIRST UNITED TRAVEL, INC.**

**Position: Travel & Tours Consultant**

**Jan 2010 – Dec 2014**

- Create proposals and make bids for corporate clients
- Doing client presentations
- Handle group and fit bookings
- Tour Escorting for group bookings
- Render a valuable service to people intending to travel by making all the necessary travel arrangements, locally and internationally
- Gives information and advice to clients on customs regulations, passports, visas, currency regulations & tourist attractions, the compiling of itineraries, the booking of flights, tours, accommodation, car rental and general administration associated with such tasks
- Handle Company Website

- Update International Tariff for hotels and resorts
- Do field works (sales call going to different travel agencies for our existing promo)
- Acquiring new clients (Local travel agencies)

**FIRST UNITED TRAVEL, INC.**

***Position: Travel & Tours Staff***

***May 2006 – Dec 2009***

- Handle FIT bookings
- Render a valuable service to people intending to travel by making all the necessary travel arrangements, locally and internationally
- Gives information and advice to clients on customs regulations, passports, visas, currency regulations & tourist attractions, the compiling of itineraries, the booking of flights, tours, accommodation, car rental and general administration associated with such tasks
- Handle Company Website
- Update International Tariff for hotels and resorts
- Do field works (sales call going to different travel agencies for our existing promo)
- Acquiring new clients (Local travel agencies)

**GLOBALREACH (GlobalLink Holdings Corp)**

***Position: Document Analyst***

***May 2005 – Mar 2006***

- Enters and maintain data into the database

**GRAND BOULEVARD HOTEL MANILA**

***On-the-job training***

***May 2004 – Jun 2004***

- Food and Beverage Department

**VIVERE SUITES ALABANG**

***On-the-job training***

***May 2003 – Jun 2003***

- Reservations Department
- Banquet / Sales Department

**EDUCATIONAL BACKGROUND**

**Colegio de San Juan de Letran**

2000 - 2005

*Bachelor of Science in Tourism major in Hotel & Resort Management*

**Mary Help of Christians School**

1989 - 2000

**QUALIFICATIONS**

- Proven skills in writing, editing, organizing and managing projects
- Strong customer service skills, with the ability to diffuse difficult situations
- Proficient in general office duties, including Microsoft Office
- Fluent in English and Filipino
- Computer Literate

**SEMINARS**

**Ecotourism as an Alternative Source of Revenue in the Philippines**  
*Montevista Resort*

**Housekeeping Seminar**  
*Trader's Hotel*

**WG&A Seminar and Training** (By experienced program)

**PERSONAL INFORMATION:**

<b>Birthday</b>	:	September 28, 1983
<b>Birth Place</b>	:	Quezon City
<b>Sex</b>	:	Female
<b>Civil Status</b>	:	Married
<b>Nationality</b>	:	Filipino
<b>Religion</b>	:	Roman Catholic

**REFERENCE/S:** Available upon request