



WILLIAM ROI GARCIA

Administrative Assistant

CAREER OBJECTIVE

Adequate professional experience in Administration. With skills in clerical works, data encoding, MS Excel. Open with new opportunities regarding my career to practice my abilities and knowledge to further enhance my expertise through challenging work assignment and to develop my career and profession.

PROFESSIONAL EXPERIENCE

CONTRACT EXECUTIVE

Webbeds

Al Shatha Tower, Dubai Media City

March 2018 – May 2020

Job Responsibilities

- Maintenance of the existing and new hotel product integrated on the DOTW online system within the required timeline.
- Coordinating with Contracts Administration Supervisor and Contract Managers for any issues and solves problems.
- Upload hotels profiles and ensure accurate data are entered for the customer to view the correct information on the DOTW online system.
- Action Stop sales and free sales when advised by the contracting team and ensure the system is updated within the required timeline.
- Mapping of hotels & rooms with accuracy for the channel manager to easily find the required products in the DOTW online system
- Load contracts as per the information given by the contracting team within the timeline.
- Load promotions/special offers updates and stop sale as per the information given by the contracting team within the timeline in line with the company's SOPs
- Provide suppliers support where required, regarding changes in contract conditions or mapping requests
- Perform Test bookings and communicate/verify results to/with the suppliers, escalate to first line support if needed.

CONTRACT EXECUTIVE

Rida International Travel and Tourism LLC

Port Saeed, Deira, Dubai

November 2015 – November 2017

Job Responsibilities

- Reviewing the promotions/contract; resolving discrepancies by using standard procedures or returning incomplete documents by sending queries to the responsible person
- Updating the daily offers and promotions as per hotel in the system by meticulously reading and analyzing the email, attachment and file
- Secures information that has been loaded in the system by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes to the Contracting manager
- Maintains customer confidence and protects operations by keeping information confidential.
- Assist and Support the operations department on their queries regarding contract, updates, promotions, stop sale

DATA ENTRY ANALYST

Destination World Travel & Tourism LLC

Port Saeed, Deira, Dubai

June 2011 – June 2013

Jobs Responsibilities

- Support and maintain the company's product focusing on the timely, accurate and efficient system loading of all contracts within the required deadlines and in compliance with the Company's Standard Operational Procedures.
- Ensure all product, inventory and rates are effectively, efficiently and accurately loaded into the system.
- Update stop sales in a timely manner
- Respond to and resolve product queries internal or external within defined remit and consult with the relevant Contracts Manager or Product Manager, as required.
- Training new employees and coordinate work with the immediate supervisors and superiors of other departments

EDUCATION

Bachelor of Science in Nursing (Degree course)

Saint John College, Philippines

Chipeco Avenue, Calamba City, Philippines

Graduated : March 28, 2009

Award Received: Leadership Awardee

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ADDITIONAL SKILLS

Analytical Thinking

Team Leadership

Organization & Prioritization

Multi-Tasking with quality of work

Deadline Oriented

Problem Solving

Mathematics

Data analysis

Strong Communication

Tolerant & Flexible

REFERENCES

Audrey Poirot

Purchasing Director

DNATA

Phin Foldes

Regional Manager

Webbeds