

ALTHEA SOPHIA D. TIGAS

📍 Sultan 3 New Commercial Road Muwaileh Sharjah
☎ +971581386938
✉ tigasalthesophia@gmail.com



CAREER OVERVIEW

A reliable and highly motivated individual looking forward to an entry-level position to kick start my career. I am adaptable and a quick learner. I can assure you of my professional and personal growth because I have what it takes to forge a successful path for both the company and my future.

EDUCATION

Bachelor of Science in Tourism Management
Bulacan State University | 2019 - 2023

Dean's Lister (2021 & 2023)
President's Lister (2022)
Magna Cum Laude

SKILLS

- Basic computer literacy skills
- Flexible
- Strategic planning and interpersonal skills
- Time-management skills
- Verbal and written communication skills

EXPERIENCE

OJT Trainee - Cargo Department

Cebu Pacific Air | January - March 2023

- Checking and updating employees training history
- Making appraisal document for employee's regularization
- Helping customer in cargo acceptance in filling out their form for cargo booking
- Weight cargo box for delivery

OJT Trainee - Operation Department

Cebu Pacific Air | March- May 2023

- Putting bag tag on customer's luggage
- Assisting passenger to check-in via Cebu Pacific Kiosk
- Doing last and final call for check-in and boarding
- Doing round check in aircraft for missing passengers
- Listing time of first and last bag in arrival
- Providing information and assistance to passengers
- Scanning their boarding pass / QR Code for boarding

REFERENCE

Ms. Jazel C. Labayen

Supervisor | Hekaya Trading

jazellabayen@gmail.com

+971-551-909151
