

CINDY FRANCISCA ARIF, S.H

TOUR OPERATION STAFF



Ujung Pandang



Female



Catholic



155 Cm



Single



WNI



65 Kg

PERSONAL PROFILE

I am a graduate of the Faculty of Law at Hasanuddin University. Currently, I work at PT Dewi Wisata Tour and Travel Makassar as a secretary, HRD manager, and tour operation staff. In this company, I have worked for more than 8 years.

EDUCATION

- SD KATOLIK FRATER THAMRIN - MAKASSAR 1994-2000
- SMP KATOLIK FRATER THAMRIN - MAKASSAR 2000-2003
- SMA KATOLIK RAJAWALI - MAKASSAR 2003-2006
- UNIVERSITAS HASANUDDIN - MAKASSAR 2006-2013
DEPARTMENT OF LAW

ABILITY

- Able to work in team
- Able to adapt quickly
- Able to interact with clients

EXPERIENCE

PT. DEWI WISATA TOUR AND TRAVEL 17 NOVEMBER 2014 - NOW

- **SECRETARY AND HRD MANAGER:** ANSWERING OFFICE PHONES, ORGANIZING AND PLANNING MEETING SCHEDULES FOR MY BOSS, AND SELECTING EVERY NEW EMPLOYEE RECRUITMENT.
- **TOUR OPERATION STAFF:** I PREPARE AND CALCULATE TOUR PACKAGES REQUESTED BY GUESTS; I PREPARE TOURIST VISA DOCUMENTS FOR GUESTS; AND I HELP FILL OUT TOURIST VISA FORMS FOR GUESTS.

CONTACT INFO

Phone | 0813 5454 8098
Email | cindyarif88@gmail.com
Social Media | Instagram : Cindy_kim88
Address | Jl. Zebra No 26, Kel. Maricaya, Kec. Makassar, Kota Makassar, Sulawesi Selatan, 90142

PROFESSIONAL SKILLS

WORK WITH A TEAM



IN ENGLISH LANGUAGE



COMMUNICATION OUTREACH

