



CIRIEMELYN CAPA-BONGO

POBLACION ZONE 15, BAYBAY CITY, LEYTE, PHILIPPINES

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Contact Number: 0931-731-1273

PERSONAL BACKGROUND:

Gender : Female

Date of birth : September 27, 1992

Nationality : Filipino

Civil Status : Married

Height : 5'2

Weight : 53 kg

Languages Abilities : English, Tagalog, Bisaya

EDUCATIONAL QUALIFICATION:

Bachelor of Science in Hotel, Restaurant and Tourism Management
Visayas State University
2018 - 2019

CAREER PROGRESSION:

- **February 2024 - Present**
SEEK MIGRATION
Migration Assistant

- **June 2022 – February 2024**

OPPORTUNITIES ABROAD VISA PROCESSING SERVICES

Student Visa Analyst

Main duties:

- Responsible for managing and overseeing the visa application process, ensuring compliance with immigration laws and regulation
- Review and process visa applications in accordance with immigration laws and company policies
- Ensure all required documentation is complete and accurate
- Communicate with applicants to obtain additional information or clarification when necessary
- Provide updates to applicants on the status of their visa applications
- Maintain accurate and up-to-date records of visa applications
- Generate reports on visa application status, approvals, and denials
- Address and resolve issues related to visa applications
- Provide support and guidance to applicants experiencing challenges in the visa process
- Offer excellent customer service to visa applicants by addressing inquiries and concerns
- Performs other duties and responsibilities inherent in the position and assignments given by the management from time to time.

- **January 2020 – July 2021**

MOTORTRADE NATIONWIDE CORPORATION

Branch Secretary

Main duties:

- Receives, inspects, records, safe-keeps, and monitor stocks which includes proper issuance of receipts for every inventory movement
- Ensures that customer's data are completely and properly checked before encoding to the Customer's Master Data System
- Produces necessary files, reports and documents, monitors system performance to ensure timely and accurate processing of customer's order
- Handles the documentation of all motorcycle loan applicant and must ensure the completeness, accuracy, consistency of information and compliance of documentation guidelines and procedures prior to the submission to financing
- Establishes and maintains a system of effective records management necessary to safe keep all files and documents in the branch
- Handles, monitors and prepares replenishment of Petty Cash Fund (PCF) provided by Head Office for branch expenditures
- Handles administrative tasks such as preparation of periodic reports, recording of daily transactions and routine clerical work
- Performs other related duties that the Branch Manager may assign from time to time and other specific instruction that the Head Office may issue occasionally

SKILLS:

- Customer Service
- Time Management and Multi-tasking Skills
- Skilled at interacting with people and building good relationships
- Computer Literate
- Interpersonal Skills
- Ability to work independently or as part of a team
- Work under pressure
- Attention to detail
- Capable of generating workable solutions and resolve complains
- Organized, dedicated and committed to professionalism

SEMINAR AND TRAININGS:

- **On-the-job Training**
Kuting Reef Resort
February 2019
- **Branding, Market Positioning, Market Segmentation, Developing and Identifying Market Segments, Ways in Attracting Customers and Sustaining the Market**
Marriott Hotel, Cebu City
February 27, 2012
- **World of Adventures Travel and Tours**
Paseo de Mactan, Basak, Lapu-Lapu City
February 27-28, 2012
- **50 Hours Pre-practicum in Front Office Department**
VSU Apartelle
January 28, 2016
- **50 Hours Pre-practicum in Housekeeping Department**
VSU Apartelle
March 14, 2016
- **1st Visayas Junior Tourism and Hospitality Congress**
“Igniting Ripples of Change: Empowering Future Movers of the Industry”
University of San Carlos
September 24, 2016
- **DCHM Day (Member)**
VSU Convention Center
March 17, 2017
- **“Igniting Millennial Competitiveness towards Future Career” (Venue Committee)**
VSU Convention Center
April 3, 2017
- **Food and Beverage Services Seminar – Workshop**
VSU Convention Center
November 6, 2016

- **Food and Beverage 50 Hours Pre-practicum Exposure**
VSU Guest House and Pavilion
Visca, Baybay City, Leyte
November 23, 2016
- **Food Cost Control Made Easy**
VSU Convention Center
October 24, 2016
- **Fire and Earthquake Drill**
VSU Department of Consumer and Hospitality Industry (DCHM)
November 19, 2016
- **Gender Sensitivity and Anti-Sexual Harassment Orientation**
Institute for Strategic Research and Development Studies
June 22, 2018

I hereby certify that given statements and representations are true and correct to the best of my knowledge and ability.



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Applicant