
Aira Mae T. Iral

Prk 4, Camba, Arayat, Pampanga

Contact number: 09264910982

Personal Email Address: airamae.turla@gmail.com

Work Email Address: airamae.turla@majorel.com

Objectives:

To excel in my chosen field by leveraging my skills and experience to achieve outstanding performance. Committed to continuous improvement and striving to reach my full potential, with a focus on driving better outcomes and contributing to overall organizational success

Core Qualifications:

- ❖ Proficient in English for both oral and written
- ❖ Skilled in developing and maintaining excellent partnerships with cross-functional teams to achieve common goals.
- ❖ Excellent time management and organizational skills with a proven ability to prioritize tasks effectively, manage multiple projects simultaneously, and meet deadlines without compromising quality.
- ❖ Demonstrates keen attention to detail and the ability to handle multiple priorities efficiently.
- ❖ Excellent understanding and advanced knowledge of Microsoft Office (Excel). Capable of creating Excel reports using advanced excel functions such as pivot tables and enhancing functionality using basic macros.
- ❖ Experienced in identifying inefficiencies and implementing process improvements
- ❖ Known for dependability in high-stakes situations, with a track record of meeting or exceeding expectations even in challenging circumstances.
- ❖ Maintained a positive and proactive attitude in stressful situations, contributing to team morale and collaborative problem-solving
- ❖ Willing to work on shifting schedules, holidays, and weekends as required to meet business needs.

Work Experience:

- ❖ **Real Time Analyst** June 11, 2020 – Present
 - Activity Code Editing process document update (Contributor)
 - Offline Activity Code Tracker POC – last phase (Unpublished)
 - New team member onboarding co-facilitator
 - Team work and onsite schedule POC
 - Demonstrated ability to swiftly respond to management's ad-hoc reporting requests
 - Proven knowledge of client tools
- ❖ **Content Reviewer for Client Technology** (Majorel) June 22, 2018 - June 11, 2020
- ❖ **Internship** (Dnata Travel Inc) – Customer Service Agent (Schedule Change Monitoring)

Educational Background:

TERTIARY:

Bachelor of Science in Tourism Management

2017-2018

Exact Colleges of Asia

Cum Laude

Reference is available upon request

I certify that all information and data I have given above are true and correct. I fully understand that any false statement will be sufficient cause for any immediate separation from the company upon discover thereof.

Aira Mae Iral