**Gulfjobseeker.com CV No:** **656028**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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<http://www.gulfjobseeker.com/feedback/contactjs.php>

**CAREER OBJECTIVE**

To find the suited career opportunities this will improve and enhance my knowledge and capabilities to the fullest.

**PROFESSIONAL EXPERIENCE**

**West Manila Christian School Inc.** (Manila, Philippines)

Secretary cum Receptionist

May 2007 – April 2009

**Responsibilities:**

* Greet visitors, ascertains nature of business, assists and or direct visitors to appropriate person.
* Answer telephones, direct calls and take messages.
* Respond to routine request for information from officials, employees and members of the staff, the public or other individuals.
* Prepares and/ or generates routine correspondence, letters, forms, reports and other documents via computer.
* Receive open and distribute incoming mail, prepares outgoing mail.
* Copies and distribute correspondence, reports and other related materials.
* Assists with maintaining file system of departmental records

**Ay Shin Academy Inc.** (Manila, Philippines)

Faculty Staff – Pre-School

June 2006 – March 2007

**Responsibilities:**

* Supervise children in the class
* Followed scheduled guidelines for classroom activities at appropriate times.
* Keep room neat and safe
* Organize activities in advance. Layout the necessary items for class or activities daily
* Positive role model for children.
* Perform other tasks as instructed by director or president

**St. Dominic Montessori de Manila** (Manila, Philippines)

Faculty Staff – Pre-School and Grade School

April 2004 – March 2006

**Responsibilities:**

* Supervise children in the class
* Followed scheduled guidelines for classroom activities at appropriate times.
* Keep room neat and safe
* Organize activities in advance. Layout the necessary items for class or activities daily
* Positive role model for children.
* Perform other tasks as instructed by director or president

**EDUCATIONAL BACKGROUND**

Bachelor of Science in Elementary Education

National Teachers College, Manila, Philippines

Graduated 2003

**SEMINARS**

Bacani Computer Learning Training Center

Managed by Bacani Foundation Inc.

Technical Education and Skills Development Authority

Philippines

**SKILLS**

Computer Literate (MS Word, Excel, Powerpoint, Internet Explorer)

MS Outlook

**PERSONAL INFORMATION**

Civil Status: Single

Date of Birth: 24 July 1981

Nationality: Filipino

Religion: Christian

**LANGUAGES KNOWN**

English and Tagalog

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