# Kimberly

[Kimberly.154935@2freemail.com](mailto:Kimberly.154935@2freemail.com)

**OBJECTIVE**: Seeking a full-time job in an office environment and want to be part of the success in an environment of growth & excellence where there is a need for a variety of office administration skills such as computer operation, data typing, and front office service

**QUALIFICATION & SKILLS:** Experienced Administrative Assistant with a demonstrated history of working in the health wellness, fitness industry and event management. Skilled in Management, Team Leadership, Microsoft Excel, Customer Service, and Microsoft Office. Strong administrative professional with a Bachelor's degree, organization skills, typing, data entry skills, attention to detail, confidentiality, thoroughness, decision making, independence, analyzing information, results driven.

# Professional Experience

**FittAGENCY FZ LLC & Fitt High Performance Centre FZCO**

**(FittGROUP Middle East), Dubai UAE**

Administrative & HR Assistant; Data Encoder, June 2015 – July 2017

FittGROUP is a leading provider of sports, fitness, media and events.

The business offers creativity and energy across sports and fitness activities, design and media events.

* Schedule and coordinate meetings, appointments, and travel arrangements for staffs, supervisors and managers.
* Performed various secretarial/clerical duties such as documenting, photocopying, mailing, and organizing filing system.
* Encoding member’s details and improvements of fitness levels.
* Maintained the office database – retrieved and organized information for individual employees and clients.
* Established and implemented administrative policies and procedures for the office.
* Answered telephones for enquiries and transferred calls to appropriate staff members.
* Preparing documents for employee’s new visa, insurance and cancellation processing.
* Accept cash and card transaction for training classes from client.
* Monitoring the incoming and outgoing sales of the company.
* Banking cash and Cheque and giving updated report to the authority.

**Majelan Group of Companies, Dubai UAE**

Data Entry Clerk & Cashier April 2013 – April 2015

* Creating new items of the supermarket in the system
* Making local purchase order and goods receive notes.
* Ensuring that the selling price is not below the cost price and reporting any changes to the superior.
* Maintains data entry requirements by following data program techniques and procedures.
* Maintains operations by following policies and procedures; reporting needed changes.

**Talisay City Infirmary Hospital**

Emergency Room Nurse March 2010 – February 2013

* Administer first-aid treatment and life-support care to sick or injured persons in prehospital setting.
* Monitor, record and report symptoms and changes in patients' conditions.
* Assess nature and extent of illness or injury to establish and prioritize medical procedures.
* Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs and treatment.
* Maintain accurate, detailed reports and records.
* Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.

# Education

**UNIVERSITY OF ST. LA SALLE, Bacolod City**

**Negros Occidental, Philippines**

Bachelor of Science in Nursing, March 2009

# Additional Skills

* Expert in Microsoft Office, with a focus on Excel & Word
* MYCOM software

# personal information

Age : 28 years old

Gender : Female

Nationality : Filipino

Civil Status : Single

Visa Type : Cancelled visa