**Gulfjobseeker.com CV No:** **991746**

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

To contact this candidate use this link

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

4 March 2013

Good day!

I am writing to you to inquire about a possible job vacancy in your company. I am on the look out for exploring new job opportunities in a stable and performing companies such as Chalhoub Group of Companies. I would enjoy and work best in a high energy and performance-based work environment observing highest standards of integrity and professional excellence .

As such, I would like to apply for the position of Administrative Assistant or any position where I can contribute my talents and abilities and make a positive difference in your office.

I recently arrived Dubai and thou I am very eager to meet my fellow Filipinos in this place and play basketball with them, the thought of seeing myself working in a diversified work environment with individuals of multi cultural background excites me even more. Thus I am ready to start work any time.

I thank you for your time with expectation of return call on further interest.

**OBJECTIVE**

To secure a position that offers diverse job responsibility in which I can perform my abilities and best effort to the fullest of my knowledge, motivate people and organize teams.

**SKILLS & QUALIFICATIONS**

* Can deal effectively with different working environments
* Analytic and hard working
* Organized and productive
* Organized, systematic, resourceful, and can work with minimum supervision
* Applies active listening and writing skills
* With very good Organizational Skills
* Proficient in both oral and written Tagalog (Filipino) and English communication
* Can drive light vehicles
* Highly capable of performing computer applications such as MS Word and PowerPoint.
* Capable of operating various office equipment
* Can handle, motivate and supervise basketball team as a coach

**EMPLOYMENT**

* **Assistant Registrar and Basketball Coach**

Ateneo de Naga University High School

June 2010 – December 2012

JOB DESCRIPTION

* Responsible for answering the quires of the parents and students as well as and maintains good image for the institutions.
* In charged of student registration and student records.
* Responsible for maintaining the integrity of student's personal information and academic records
* Interviewed parents, faculty and students with special requests related to admission and registration.
* Established relationship with and among student-athletes and created an atmosphere of order, discipline and cooperation in all class activities.
* Planned , implemented and evaluated appropriate game plans for each game.
* Ensured punctuality, attendance and cooperative participation of students and keeps abreast with research, modern trends and techniques in the sports.
* Coordinated, motivated and coached students during basketball practices and during competitive games.

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* **Technical Support Representative cum Customer Service**

Sutherland Global Services

Philippines.

March 2009 – May 2010

JOB DESCRIPTION

* Advocated customer needs in compliance with the Sutherland Global Services policies and procedures.
* Provided customer with new products and services information.
* Processed orders, forms and applications for new Anti-Virus Program.
* Provided costumer solutions and answers on their inquiries.
* Made accurate and timely reports of the customers' issues and problems.
* Assessed customer needs to ensure highest level of quality customer care.

**EDUCATIONAL BACKGROUND**

**Course : Bachelor of Arts Major in Political Science**

TERTIARY : Ateneo de Naga University

Philippines

2005-2009

SECONDARY: University of Nueva Caceres High School

Philippines

2001-2005

**ELIGIBILITY**

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* **Career Service Sub-Professional Eligibility**

Philippines Civil Service Commission

November 15, 2009

* **Licensed Teacher**

Philippine Regulation Commission

September 30, 2012

**ORGANIZATIONS**

**Committee Chair, Camarines Sur Lions Club**

Philippines

2012 - Present

**President, League of Political Science Students**

Ateneo de Naga University

Philippines

2005-2009

**PERSONAL BACKGROUND**

DATE OF BIRTH : 27 August 1988

CITIZENSHIP : Filipino

STATUS : Single