****[**235124@gulfjobseekers.com**](mailto:235124@gulfjobseekers.com)

**OBJECTIVE**: Tobe a part of a successful work oriented organization that will lead me to self-enhancement and development personally and professionally.

**WORK EXPERIENCE:**

**RECEPTIONIST/CONCIERGE/COSTUMER SERVICE**

QMS (assigned to Viva Bahriya-18 The Pearl Qatar)

February 2012-Up to 30 April 2015

* Answering incoming and outgoing calls
* Receiving complaints and doing an action
* Encoding Summary of Complaints
* Receiving and answering email
* Responded to guests and public inquiries
* Assist clients and visitors
* Responsible for evacuation in the building in case of emergency
* Assist in keeping the reception area clean and tidy, at all times
* Checking telephone message box
* Receiving invoices from suppliers
* Booking a Taxi requested by the tenant
* Receiving and checking rental cheques
* Scanning, Filling, Photocopying all Move In and Move Out Documents
* Receiving and Issuing receipt for Utility Payments
* Activating Access Card
* Doing Financial Report for Laundry and Water Reports
* Contribute to team effort by accomplishing related results as needed

**ROOM ATTENDANT**

QMS (assigned to Fraser Suites Doha)

September 2011-February 2012

* changing bed linen and towels
* making beds
* vacuuming floors
* dusting and polishing furniture
* cleaning bathrooms
* replacing stocks of guest supplies such as shampoo and soap
* re-stocking drinks in the mini-bar.

**HEALTH AIDE/MIDWIFERY/NURSING AIDE**

Agustin M. Bautista Memorial Clinic

August 2007- April 2011

* To assess the condition of mothers during their pregnancy, labor, and after birth
* Responsible for the delivery of the mother, ensuring the safety of both mother and child
* To assist the pregnant mothers on their laboring condition
* Monitoring and examining pregnant mothers
* Giving advice and information to the pregnant mothers regarding their condition
* Offer support and advice to mother who suffer miscarriage, stillbirth and other unexpected situations.
* Make diagnosis and assessment about the mother’s condition and will refer to obstetricians and other specialist if abnormality occur.
* Assessing if the mother is in high risk of pregnancy.
* Advising the mother on proper care of the child birth including breastfeeding

**EDUCATIONAL BACKGROUND:**

**Trainee**

**OWWA (QATAR)**

Windows Operating System

Word 2010, Excel 2010 and PowerPoint 2010

January 2014-June 2014

**Tertiary**

The Good Samaritan Colleges 2005-(HEALTH AIDE) 2006-(MIDWIFERY) Cabanatuan City

**Secondary**

Rizal National High School Rizal Nueva Ecija 2000-2004

**Primary**

Ganduz Elementary School Ganduz Pantabangan Nueva Ecija 1994-2000

**SEMINARS ATTENDED**

**Legal Considerations in Mental Health Nursing Practice**

College of Nursing

Guest Speaker: Prof. Rosanna Delapena

The Good Samaritan Colleges Cabanatuan City

January 31, 2005

**Concepts on the Care of the Psychotic Patients**

College of Nursing

Guest Speaker: Miss Alicia Lacancilao

The Good Samaritan Colleges Cabanatuan City

October 06, 2005

**Legal and Ethical Basis in I.V Therapy**

College of Nursing

Guest Speaker: Miss Cecilia S. Santiago R.N

The Good Samaritan Colleges Cabanatuan City

December 09, 2005

**Legal Aspects in the Care of the Abused & Psychiatric Patient**

Guest Speaker: Wesler L. Dumegquias R.N, LIB

Baguio City Philippines

February 19, 2006

**Diabetes Mellitus**

Guest Speaker: Grail A. Reyes BSN, RN

Baguio City Philippines

February 19, 2006

**2nd Health Care Convention**

Training Coordinator: Jesus C. Pascua PTRP

Baguio City Philippines

February 19, 2006

**Ethical Dillemas in Health Care**

Guest Speaker: Atty. Deirdree C. Gallman

Baguio City Philippines

February 19, 2006

**Colostomy & Oxygen Therapy**

Guest Speaker: Grail A. Reyes BSN,RN

Baguio City Philippines

February 19, 2006

**SKILLS:**

* MS Package: (Word ,Excel and PowerPoint )
* Telephone Skills, Verbal Communication, Listening, Professionalism,
* Customer Service

**PERSONAL INFORMATION:**

Date of birth: October 18, 1987

Place of birth: Calaocan Rizal Nueva Ecija

Civil Status: Single

Sex: Female