**CAREER OBJECTIVE**

Aspiring for a challenging career in the industry where I can utilize my skills, knowledge and ability, which I had acquired during my studies and experiences.

**SKILLS:**

* Excellent communication skills
* Ability to work under pressure, flexible, adaptability and openness to learn
* Proactive, honest, trustworthy, smart, fast-learner and self-motivated
* Capable of shouldering different responsibilities and working on own initiative with little supervision
* Knowledgeable in administrative work with good typing speed and good telephone manners
* Knowledge in MS Office and Internet

**PROFESSIONAL EXPERIENCE:**

***OFFICE ASSISTANT***

First Gulf Bank - Head Office

UAE

March 2012 – present

* Conducted full front office reception duties
* Answered, screened and routine all incoming calls, give information and take messages
* Arranged and set up meeting rooms and equipment organize and tidy
* Performed administrative duties including faxing, filing, scanning, printing, organizing and storing documents
* Managing the stationery, pantry and office supplies by checking stock to determine inventory levels and anticipating requirements
* Greets, receives and assist guests and clients
* Assesses and serves customer’s needs and ensures satisfactory customer service
* Offer and prepares hot and cold drinks and snacks for the senior executive officers, guests, clients, conference and meeting rooms

***PRIVATE TUTOR***

Taiwan

Dec. 2009 – 2012

* Assist children in the development of reading and writing skills and enjoyment to improve both their academic and social skills
* Maintains health and well – being of the children under supervision and care
* Support and guide children in retrieving their full potential
* Maintaining up-to-date knowledge in the subject matter area
* Monitor children progress against their minimum expected grade
* Prepares food, milk and drinks and assist children to take their food

***DAYCARE TEACHER***

DSWD Daycare Center

Philippines

June 2007 – October 2009

* Provide instruction for literacy and oral language development
* Develop and implement a developmentally appropriate preschool program
* Plan and implement activities to meet physical, emotional, intellectual and social needs
* Maintains up-to-date knowledge in the subject matter area
* Ensures equipment and facilities are clean, well maintained and safe at all times
* Provide weekly and monthly schedule of activities

***COLLEGE INSTRUCTOR***

University of Northern Philippines

Philippines

June 2003 – March 2004

* Developed an instructional plan (known as course outline or syllabus) for the course to teach and ensure that it meets college and department standards
* Prepared coursework, lessons and developed teaching strategies to engages students in an interactive learning process
* Examined and graded assignments, essays, speeches and class presentations
* Ensured students achieve their full academic potential by providing plenty of personal attention
* Work with colleagues to develop or modify the curriculum for a degree
* Coordinated with Department Chair to ensure curriculum and course material met university guidelines

**TRAININGS:**

* MEGA WORLD TRAINING CENTER CORPORATION
* Philippines
* GREAT ENTERPRISE CO. LTD.

Taiwan R.O.C

**EDUCATIONAL QUALIFICATION:**

* **TERTIARY:**

**BACHELOR OF ARTS – POLITICAL SCIENCE/HISTORY**

University of Northern Philippines

Philippines

2003

* **SECONDARY:**

Our Lady of Guadalupe Academy

Philippines

**PERSONAL INFORMATION:**

Date of birth : February 17, 1982

Nationality : Filipino

Visa Status : Employment Visa

Language Spoken : English, Filipino, Mandarin



**Gulfjobseeker.com CV No:** **1464516**