Position Desired: Receptionist

**OBJECTIVES**

 To be able to find a job that suits my qualification that will further enhance my knowledge and help contribute to the industry or business I am engage with.

**SKILLS**

* Can work under pressure with minimum supervision.
* Knowledgeable in computer
* Flexible and hardworking
* A woman with positive attitude towards success and treated everything as a challenge necessary to be firm and cautious.

**EMPLOYMENT EXPERIENCE**

 **Dental Receptionist**

 Al Dana Medical and Dental Centre

 National Cinema Bldg. Najda St., Abu Dhabi, U. A. E.

 June 2009 to June 2012

 **Job Duties:**

* Responsible for in-coming calls and transferring calls.
* Makes schedules for patient’s appointment with the doctor.
* Preparing patient’s files.
* And above all accommodating every patient’s in a friendly manner.

**Data Encoder**

X-Pac Computer Rental’s and Services

Dr. Molina St. Caridad, Cavite City, Philippines

November 2005 – April 2006

**Job Duties:**

* In charge of handling data entry and other clerical support
* Hands – On tutorial ( Internet and Application Software )
* Customer service - attends to customers inquiry services and sales.

**On – the – Job Training**

 Accounting Clerk

Accounting Office

 Camarines Sur Polytechnic Colleges

 Philippines

 April – May 2003

 **Job Duties:**

I performed clerical jobs and daily making reports.

**PERSONAL INFORMATION**

 Date of Birth: March 24, 1981

 Citizenship: Filipino

**EDUCATIONAL ATTAINMENT**

College: Camarines Sur Polytechnic Colleges

 March 2005, Philippines

 **Degree:** Bachelor of Science in Information Technology

 Secondary: St. Joseph’s Academy

 March 1998, Philippines

 Elementary: Buhi Central School

 March 1994, Philippines

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 **Gulfjobseeker.com CV No:** **1518030**