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**Curriculum vitae**

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| **PERSONAL DETAILS** |

**Date of birth** : 14th June, 1979  
**Gender :** Female **Marital status :** Single

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| **OBJECTIVE** | |
| Seeking a challenging and growth oriented position where my interpersonal skills can be best utilized by giving all my skills to my profession, and to associate with an organization which progresses dynamically, and gives me a chance to update my knowledge and enhance my skills with an intention to be an asset to the company. | |
| **EXPERIENCE** | |
| **Al Dhafra Insurance Company**  Secretary - General Manager Office  May 2010 - current  **Responsibilities:**   * **Prepared, managed and organized meetings,** [**conferences**](http://www.job-interview-site.com/secretary-resume-sample-resume-for-secretary.html)**, travel arrangements and expenses report and maintaining office scheduling and event calendars.** * **Composed, typed, and distributed meeting agendas and minutes, routine correspondence, and reports.** * **Set up and handled incoming mail and office filing systems.** * **Collected and coordinated the flow of internal and external information.** * **Established the administrative work procedures for tracking daily tasks of unit staff.**     **Beach Rotana Hotel & Towers, Leading Hotel of the World**  Hostess/ Receptionist Prego’s Italian Restaurant  March 2006 – March 2010  **Responsibilities:**   * **Taking reservations handle the reservation table and answers the telephone in impeccable manner and welcomes guests to the assigned outlet.** * **To assure the well-being of all guests by maintaining a close, friendly, yet discrete contact.** * **To carry out other related assignments or tasks entrusted by the Food & Beverage Manager from time to time.** * **To reassure the guests’ satisfaction upon their departure.** * **Handles the guest greeting upon arrival with friendly smile.**   **Beach Rotana Hotel & Towers, Leading Hotel of the World**  Waitress Rosebuds Restaurant International Buffet (Essence)  October 2005 – March 2006  **Responsibilities:**   * **Perform hands on service activities aiming for the highest possible customer satisfaction.** * **Attends regular training sessions in line with departmental Standard of procedure.**   **Hsin-Ai Senile Care Center (Pingtung Hsien Taiwan ROC)**  Nursing Aide  July, 2004 – May, 2005  **Responsibilities:**   * **Taking care of the clients, assuring the cleanliness of the clients.** * **Feeding the clients, bathing and make sure the proper grooming of the clients.** * **Giving the right medication to the right client.** * **Showing the helpful hand and courage for the client not to lose hope in every single day of their stay.** | |
| **EDUCATION** | |
| **College School Year 1996 – 2000**  **Lyceum of the Philippines**  **Muralla St. Intramuros Manila**  **Bachelor of Science in Foreign Service**  **Vocational School Year 2001 – 2003**  **Dr. Yanga College**    **Nursing Aide Course**  **High School School Year 1990 – 1996**  **Immaculate Conception Child Development Centre**    **Graduated** | | |
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| **PERSONAL SKILLS** |

* Well versed in MS Office Applications (Microsoft word, excel, power point,   
  typing skills 40 words a minute).
* Languages: English (fluent) excellent in speaking, writing and reading.

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| **DISTINCTIONS** |
| * Ambitious and dedicated. * Self-confidence and self-motivated. * Excellent communication skills. * Good understanding of cultural differences. * Self starter and quick learner. * Flexibility and willingness to learn. * Ability to work well (in a team or individually). * Can work under pressure & meet deadlines. * Accuracy and attention to detail. * Punctual and have time management skills. |