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Date of Birth: August 09, 1988

**CAREER OBJECTIVE**

To obtain a position with a company which will require me to utilize my skills, abilities and experience in the field to ensure the company's success.

**EDUCATION HISTORY**

March 2007 **Baliuag University**

***Course: Associate in Health Science Education (AHSE)***

April 2005  **Balucuc National High School**

April 2001  **Balucuc Elementary School**

**WORK EXPERIENCE**

**Position: Receptionist**

Paragon Hotel

March 04, 2014-March 30, 2016

Responsibilities

* Processed guest payments for room charges, food and beverage charges and phone charges
* Greeted and registered guests and issued room keys
* Greeted all guests in a courteous and professional manner
* Implemented high-impact sales and marketing initiatives, resulting in increased occupancy and profitability
* Delivered requested items to guests rooms.
* Answering and forwarding phone calls
* Handled customers on the phone and in person
* Creates and prints fax cover sheets, memos, correspondence, reports, and other documents
* Performs other clerical duties such as filing, photocopying, and scanning
* Report any maintenance, breakage or cleanliness problems to the relevant manager
* To be responsible for accurate and efficient accounts and guest billing process

**Position: Patient Care Associate (PCA)**

June 2010 -January 2014

Responsibilities

* Welcomes visitors by greeting them, in person or on the telephone
* Answer telephone and direct calls
* Suggested treatment that applicable for the skin type of the patient
* Monitor patient access and maintain security awareness
* Prepare correspondence and documents
* Schedule appointments
* Tidy and maintain the reception area
* Filling records of the patient and registered through the system

**Position: Checker**

Mercantile Stores Group,Inc. (SM-Clark)

September 2007 -February 2008

Responsibilities

* Operates cash registered to itemize and total customer's purchased
* Reviewed price sheets to note price changes and sale items
* Records prices and departments, subtotals taxable items, and totals purchases on cash register
* Assessed customer needs and responded to questions
* Cleaned and straightened work area
* Issued receipts for purchases and gifts

**CORE STRENGTH**

* Strong organizational skills
* Creative Problem Solving
* Energetic work attitude
* Invoice processing
* Customer service orientation

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft Office and Scanning

**“Fire and Earthquake Emergency Preparedness**

September 02, 2006 (Baliuag University)

**“Basic Life Support”**

February 26-27, 2007 (Malolos City)