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**POSITION PREFFERED;**

* **Personal Assistant**
* **Secretary**
* **Receptionist**
* **Front liner/Health Worker**

## dabbi **OBJECTIVES**

Utilized my strong analytical skills and creative problem solving capabilities in shaping challenges into concrete achievements that have made notable enhancement to business growth my ability to perform under pressure and communicate with different people, coupled my career foundation are my credentials that I can contribute to success of any organization.

## dabbi **STRENGHTS**

* Self-motivated, efficient, resourceful and reliable under pressure.
* Positive attitude, great enthusiasm and unmatched work flexibility.
* Dedicated individual achieving a reputation for consistently going beyond what is required.
* Ability to identify client needs and propose appropriate solutions as well as establish and maintain effective working relationship with people with different national and cultural background.
* Can work independently or with supervision.

## dabbi **PERSONAL INFORMATION**

* Date of Birth : 25/06/1985
* Marital Status : Single
* Gender : Female

 **ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Year** | **Division** | **Institute** | **Board/University** |
| MIDWIFERY | 2006-2007 | 2 YEARS | Quirino Polytechnic College | Capitol Hills Cabarroguis Quirino |
| SECONDARY | 1997-2001 | 4 YEARS | PNHS | Pinaripad Norte Aglipay,Quirino |
| ELEMENTARY | 1995-1996 | 6 YEARS | Aglipay CentralSchool | San LeonardoAglipay,quirino |

## dabbi **Visa Information**

* **Employment**
* Issue Date: March 2014
* Expiry Date: March 2016

## dabbi **Hobbies**

* Sketching, listening music, Playing guitar, Dancing and Browsing Internet

## dabbi **Experience**

* ***Professional Skill and Experience in United Arab Emirates (2Years)***
* Innovative self motivated, result oriented
* Experienced in safety related matter and maintain highest level of professional ethics and personal integrity.

**Receptionist- *March 2014……….. Up to date***

 **Real Heights Group (City Bay Business Center Abu Hail Road Dubai-UAE**

**Main Duties:**

* Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
* Directs visitors by maintaining employee and department directories; giving instructions.
* Maintains security by following Procedures; monitoring logbook; issuing visitor badges.
* Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
* Maintains safe and clean reception area by complying with Procedures, rules, and regulations.
* Maintains continuity among Work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

 **FRONTLINER OR HEALTH CARE WORKER**

**Quirino General Hospital Philippines(Year 2005-2007)**

**Main Duties:**

* Serve as the first point of contact for patients, families and caregivers when answering phones, scheduling appointments, coordinating patient follow up, and arranging transportation for patients, and may even take basic vital signs.
* Provide routine and essential services in a medical practice.
* Taking care of patient medical history

 **Computer Skills**

* MS Office (Word, Excel and Power Point)
* Sketching/Drawing, Art Sign
* A keen user of Computer and Internet.

 **Major Subjets Studied**

* MIDWIFERY
* BSHRM(Bachelor of Science in Hotel & Restaurant Management)

 **Languages**

* English, Ilocano, Kapampangan, Japanese and Tagalog (Read, Write and can Speak)

 **Skills & Qualities**

* Excellent communication skill
* Able to communicate well in writing
* Self Motivated, hardworking, reliable and conscientious
* Strong yearning to learn and very driven to succeed and achieve set goals
* Jolly and easy to get along with others

