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**ANA MARIE**

**EMAIL ADDRES:** **anamarie.273679@2freemail.com**

**Objective:**Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

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**Highlights of Qualifications*:***

Responsible, hardworking and flexible

Reliable and adaptable

Can pick-up easily in changing situations

Customer-oriented

Work Oriented

Willing to learn

**Working Experience:**

* Cleanco Cleaning Services & Building Maintenance

Operations Coordinator

June 2013 to present

* Dubai International Airport under Cleanco Company

Facility Care/ Cleaner

Terminal 3

April 2011 to June 2013

* Jumeirah Beach Residence under Cleanco Company

Office Assistant

January 2011 to April 2011

* Jumeirah Beach Residence under Cleanco Company

Housekeeping Attendant

 August 2010 to January 2011

* SECO supermarket Philippines

Cashier

January 2010 to August 2010

**MAJOR DUTIES / RESPONSIBILITIES**

* Works with internal and external parties to provide support and coordination across the company employees and client in day to day operations activities.
* Requires excellent communication skills and extensive knowledge of database and project to be reported to management.
* Support the Development & Communications Manager in operation functions related to development, including generating acknowledgment letters, keeping track of staff which locations assigned, and assisting with annual leave, emergency, & resignation through mailings and sending through office.
* Maintain all contact management databases and systems.
* Work under established policies and procedures that address daily operational and long term goals for the Cleaning Services that include handling cash, customer service, request tracking of the staff details, reporting, etc.
* Support the Development & Communications Manager in administrative functions related to development, including generating acknowledgment letters, keeping track of donations, and assisting with annual mailings of the staffs.
* Maintain office files (including limited informational “working” files for staffs) and filing system. Assist with the completion and maintenance of reports related to work activities and staffing.
* Assist with petty cash & materials request using developed forms.

**Educational Background:**

2006 – 2008:AMA Computer College

2 years Practical Nursing

2002 – 2006: Camiling Catholic School

High School Diploma

1996 – 2002: TambuganCamilingTarlac

 Elementary Diploma

**Personal Background**

Age : 25 years old

Date of Birth : October 31, 1989

Gender : Female

Nationality : Philippines

Height : 5’5

Religion : Roman Catholic

Visa status : Employment Visa

I hereby certify that above information are true and valid to the best of my knowledge and belief.

***Ana Marie***

***Signature***