**First Name of Application CV No 1644360**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE**

To be a member of a progressive organization that will effectively utilize my leadership ability and knowledge to add value in its operations.

**PERSONAL DATA**

Date of Birth : March 24, 1987

Age : 29

Citizenship : Filipino

Height : 5’0

Weight : 147 lbs

Gender : Female

Civil Status : Single

**SKILLS**

* Highly motivated and has the initiative to learn, with keen attention to details;
* With high tolerance for stress, pleasant disposition and excellent judgment skills;
* Willing to work on shifting schedule and extended working hours;
* Proficient in English and Filipino
* Skilled in MS Word, MS Excel, MS PowerPoint, etc.

**ACADEMIC BACKGROUND**

**TERTIARY LEVEL**

Bachelors of Science in Nursing

**Immaculate Conception College-Albay**

Baylon bldg., Rizal St. Daraga, Albay

March, 2008

**SECONDARY LEVEL**

**Daraga National High School**

Daraga, Albay

March, 2004

**PRIMARY LEVEL**

**Daraga North Central School**

Bagumbayan, Daraga, Albay

April 2000

**WORK EXPERIENCE**

**DENTAL CLINIC RECEPTIONIST/ ASSISTANT**

Zamora Dental Clinic

3rd level, Pacific Mall, Legazpi City

* Dealing with calls from patients and calling them if appropriate
* Writing to them where necessary to chase payment or sending out reminders that they need to be seen for routine check –ups or further dental treatment.
* Using a diary/computerized diary system to book, switch and cancel appointments.
* Handling payment from patients (cash, cards and cheques).
* General administration tasks, such as photocopying, scanning, faxing, printing, and sorting/filling and sending forms.

**OFFICE CLERK**

Bicol University College of Arts and Letters

Legazpi City

* Record the Incoming and Outgoing Communications.
* Prepared and facilitated the processing of documents and materials related to college activities;
* Assisted in the College related activities
* Recorded and filed the NSTP incoming and outgoing communications
* Computerized related communications, proposals, modules, etc. and
* Performed other duties and responsibilities that were assigned from to time

**CALL CENTER AGENT**

SUTHERLAND GLOBAL SERVICES

Legazpi City

* Resolves problems by clarifying issues; researching and exploring answer and alternative solutions; escalating unresolved problems.
* Answer inquiries by clarifying desired information; researching, and providing information.
* Determine requirements by working with customers.

**DATA ENCODER**

Department of Social Welfare & Development

Region V, Legazpi City

* Encoding the Data Entry of Poor Families
* Perfomed other duties and responsibilities that were assigned from time to time