**First Name of Application CV No 1646202**

Whatsapp Mobile: +971504753686



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Objectives

I am seeking employment where in I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities. And also, I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.

Work Experience

 **Receptionist/Secretary**

 **Clinica Pantig**

 **Period: August 2015 – February 2016**

**Duties & Responsibilities:**

* Welcomes patients and visitors by greeting them in person or on the telephone; answering or referring inquiries.
* Optimizes patient’s satisfaction, provider time and treatment room utilization by scheduling appointments in person or by telephone.
* Keeps patient appointment on schedule by notifying provider of patient’s arrival; reviewing service delivery compared to schedule; reminding provider of service delays
* Comforts patients by anticipating patients’ anxiety; answering patients’ questions, maintaining the reception area neat.
* Ensures availability of treatment information by filing and retrieving patient records.
* Maintains patient’s accounts by obtaining, recording and updating personal and financial information.

**Administrative Clerk**

**Capitol City of San Fernando**

**Period: June 2014 – July 2015**

**Duties& Responsibilities:**

* Compiles and maintains records of business transactions and office activities of establishment, performing variety of following or similar clerical duties and utilizing knowledge of systems or procedures.
* Assisted and greeted visitors.
* Operates office machines, such as typewriter, adding, calculating, and duplicating machines.
* Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Answering calls and enquiries.
* Provides information by answering questions and requests.

**Cashier**

**Chowking Bayan, City of San Fernando**

**Period: May 2011- June 2012**

**Duties& Responsibilities:**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

Personal Data

 **Gender** : Female

 **Nationality** : Filipino

 **Marital Status** : Married

 **Date of Birth** : January 04, 1992

Education

**Tertiary** 2009 - 2014 University of the Assumption

City of San Fernando

* Bachelor of Science in Business Administration Major in Operations Management

Skills

* Functional knowledge of compiling and maintaining office records
* Effective planning skills coupled with expertise in business administration
* Demonstrated ability to perform word processing tasks including letters, memos, reports, labels, inventory
* Has knowledge of principles and processes for providing customer and personal services
* Has knowledge of human behavior and performance
* Excellence in establishing and maintaining effective working relationships with peers
* Proven ability to work in a fast paced environment
* Hands on experience in working with a diverse group of people
* Excellent telephone etiquette
* Highly enthusiastic with a profound ability to work under minimal supervision

Seminars / Certifications / Trainings

* **BUSINESS OPTIONS AND EMPLOYMENT OPPORTUNITIES**

November 28, 2012

* **Systems Applications and Products BUSINESS ONE**

March 2013

* **BRIEFING ON THE NEW GENERATION CURRENCIES**

 January 28, 2014

* **Civil Service Commission Pampanga Field Office**

October 2013 – March 2014