**First Name of Application CV No 1649808**

Whatsapp Mobile: +971504753686



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**Objectives**

Looking for a suitable position that offers lots of opportunity for career development and also makes best use of my existing skills and experience.

***Summary of Qualifications***

* Well presented, articulate and good communicator.
* Well organized, and be able to prioritize work in an efficient manner.
* Self-motivated, proactive, hardworking and fast learner.
* Impeccable telephone manners.
* Ability to work within a busy and demanding team environment
* Able to work with a minimum amount of supervision and on own initiative.

***Job Experiences***

**ESL Tutor**EnglishPower.JP  
Nagoya, Aichi Prefecture, Japan  
February 2012- February 2016  
  
English Power is an online English company that teaches Japanese Nationals to learn more about English language

* Identified student levels and provided academic guidance.
* Educated students on English reading, writing and speaking.
* Provided one-on-one tutoring as needed via Skype video call.

**Secretary**E.M Cuerpo Inc.  
Quezon City, Philippines  
March 2011 – January 2012

* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons
* Answer telephones and give info. to callers, take messages, or transfer calls to appropriate individuals.
* Photocopying and printing various documents, sometimes on behalf of other colleagues
* Locate and attach appropriate files to incoming correspondence requiring replies.
* Organising and storing paperwork, documents and computer-based information;

**Receptionist**E.M Cuerpo Inc.  
Quezon City, Philippines  
June 2010 – January 2011

E.M Cuerpo Inc. is one of the top Commercial, Residential Construction company in the Philippines.

* Greeted and directed walk-in customers
* Answered and forwarded phone
* Interacted with employees and assisted them in their tasks
* Created new files and folders
* Filed, sorted and scanned documents

**Cashier/Saleslady**Alfon Grocery   
Caloocan City, Philippines  
January 2009 – May 2010  
  
Alfon Grocery is a store where you can buy most of the grocery items that you will need for home cooking.

* Scan items and ensure pricing is correct.
* Greet customers and ask if they want paper or plastic.
* Dispense correct change.
* Handling all the cash transaction of an organization

**ESL Tutor**EnglisOnLine.netZabarte, Quezon City Philippines  
January 2007 – December 2008

EnglishOnLine.net is an English online company that teaches Japanese Nationals to learn more about English language.

* Identified student levels and provided academic guidance.
* Educated students on English reading, writing and speaking.
* Provided one-on-one tutoring as needed via Skype video call.

***Educational Attainment***

TERTIARY Our Lady of Fatima University, Quezon City Philippines  
 **BACHELOR OF SCIENCE MAJOR IN NURSING (BSN)**  
 Graduate (2002-2006)

***Other Certificate/Qualifications***

2007  **REGISTERED /LICENSE NURSE Philippines**

***IT Skills***

**Windows Office & Tools**

* MS WORD/EXCEL Intermediate

***Languages***

* English Fluent
* Filipino Native

***Personal Details***

Age : 30 years old  
Date of Birth : April 26, 1985  
  
Gender : Female  
Height : 5’3  
Citizenship : Filipino  
Marital Status : Married