**First Name of Application CV No 1653486**

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Professional with 15 years of work experience as College Instructor (with specialization in Human Resource Management, Human Behavior in Organization, Basic Business Finance and Economics); Department Head, Administrative Staff, Executive Assistant, Registrar cum HR Assistant. Highly skilled in handling/communicating different types of people in different types of settings, with excellent customer service abilities, management of resources. Units in Doctor of Education major in Educational Management, Master’s Degree in Public Administration with Professional Uniting in Education, Bachelor’s degree in Commerce Major in Economics, Fluent in English Language, strong interpersonal and organizational skills, excellent written and oral communication, skilled in Microsoft Office Applications with strong internet abilities, responsible, honest, disciplined and dedicated to work. With proven ability to maintain accuracy and secrecy on sensitive information. Very flexible and can work on any shift patterns.

**WORK EXPERIENCE**

 **2005 – December 2015**

***Occidental Mindoro State College, Philippines***

Position Title: College Instructor II/ Administrative Staff

Specialization: Hospitality Management, Human Resource Management, Human Behavior in Organization, Management and Business Management, and Economics.

Duties and Responsibilities

* Work collaboratively with department faculty, student advisers, and instructional administrators

and staff to plan quarterly class schedules, Update and upgrade subjects’ curriculum;

* Recommend faculty teaching assignments within the department of Business Administration and Hotel & Restaurant Management
* Documentation for Institutional Quality Assurance programs for accreditation.
* Coordinate departmental program development and review processes, curricular changes, and

accreditation self-studies with the Instructional Director.

* Administrative Chair Panel Feasibility Study Defense of Graduating Students
* Research and Extension Coordinator of the College

**2002 - 2005**

***Pediatrica, Inc. (Health Care Company)***

Position Title (Level): Executive Secretary cum Personal Assistant to the Operations Manager

Specialization: Customer Service/Business Development

Duties and Responsibilities

* Arranging appointments with doctors, pharmacists and hospital medical teams, which may

include pre-arranged appointments or regular 'cold' calling;

* Organizing conferences for doctors and other medical staff; building and maintaining positive

working relationships with medical staff and supporting administrative staff e.g. receptionists;

* Keeping detailed records of all contacts; reaching (and if possible exceeding) annual sales

targets;

* Planning work schedules and weekly and monthly timetables. This may involve working with

the area sales team or discussing future targets with the area sales manager.

* Generally, medical sales executives have their own regional area of responsibility and plan how

and when to target health professions; regularly attending company meetings, technical data

presentations and briefings;

* Keeping up with the latest clinical data supplied by the company and interpreting, presenting

and discussing this data with health professionals during presentations;

* Monitoring competitor activity and competitors' products; anticipating potential negative and

positive impacts on the business and adapting strategy accordingly;

* Developing strategies for increasing opportunities to meet and talk to contacts in the medical

and healthcare sector; staying informed about the activities of health services in a particular area.

**1996 – 1998**

***STI College - San Jose, Occidental Mindoro***

Position Title: Registrar/ HR Assistant

Specialization: Administration and Customer Service

Duties and Responsibilities

* Provide leadership to plan, organize and manage all of the activities related to the Records and

Registration Department, including serving as the official authorized keeper of the university's

student records.

* Supervise and evaluate the Records and Registration staff Organize and administer the records,

registration and graduation functions, including transcript evaluations

* Participate and serve as part of the Student Services Team. Lead initiatives as determined by

the Dean.

* Supervise the coordination, evaluation and certification of all graduation applications, while

overseeing the complete graduation process to include all elements of the rehearsal and ceremony.

* Responsible for collecting, recording, maintaining and reporting of student records, grades, registration data, transcripts, mid-term verification.
* Serve as ex-officio member of Curriculum Committee
* Conduct interviews, staff hiring, trainings and other HR routine tasks.

 **1994 – 1996**

 ***Rizal Commercial Banking Corporation- Binondo, Mla***

 Position Title: Administrative Assistant

 Specialization: Banking/Financial Services

Duties and Responsibilities

* Keep records of the daily transactions that take place and make daily report for the departmental heads.
* Coordinate with other departments
* Provide good service to all the customers, help all the customers that come to the department with any problem and correspond with the customers through letters and e-mails.
* Make correct calculations and stay updated on the latest banking practices
* Remember the proper due dates regarding letter of credits, making demand draft.
* Maintain good relations with regular customers of the bank.

**Education**

 Units in

**Doctoral: Major – Doctor of Education in Educational Management**

Institute/University: Philippine Women's University (PWU), Philippines

 Graduation Date: 2010

**Master’s Degree: Master in Public Administration**

Institute/University: Occidental Mindoro State College, Philippines

**Professional Uniting in Education**

Institute/University: Occidental Mindoro State College, Philippines

Graduation Date: 1994

**Tertiary : BS- Economics**

College : St. Scholastica’s College, Manila