**First Name of Application CV No 1662036**

Whatsapp Mobile: +971504753686



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**OBJECTIVES:**

An opportunity to work in the Human Resources area is my goal. I seek employment in an organization where high personal standards, efficiency and integrity are expected and rewarded. I am prepared to work shift work where necessary. I am available for employment immediately.

**EXPERIENCES:**

1. Working as a PR/ADMIN EXECUTIVE Cum Document Controller in CLEANCO Cleaning Services and Building Maintenance at Tecom near Internet Station Dubai UAE on June 03, 2013 till present.

 **Job Description**

* Applying Online Visa, Labor application for employee.
* Responsible for Employee Documents.
* Responsible for Processing Medical,EID,etc

2. Working as an Assistant Store Manager cum Cashier at Solane LPG’s and Gas (Gas Appliances. Gas Bottling Refilling and Delivery) on April 2010-September 2012.

**Job Description**

* Assist Store Manager
* Managing deliveries
* Deal with any enquiries etc.
* Meet the store's monthly targets
* Customer Service

3. Working as Community Facilitator in DSWD-KALAHI CIDDS Lanao Del Norte Philippines on April 2007-March 2009.

**Job Description:**

* Community Organizing in communicating peoples in the remote areas by collecting Data such as, Community profile ,personal information of the Peoples, livelihood program, in fractural development and etc.
* Assessments in the community forum by educating them in the awareness of the development of the areas such as the needs of the people in the areas
* Linked the poor areas in the government to supporting their needs to improve the abilities of the community and the people.

**KEY SKILL:**

* Clerical Works such as Filing, Photocopying, Sorting and Distributing Mail.
* Knowledge of Microsoft Package, Such as Microsoft Word,Outlook,Powerpoint,Excel and etc.
* Positive Attitude
* Good Communication Skills
* Multi-tasking and Solving Problems
* Can Speak Arabic, English,Tagalog,Maguindanao and Maranao

**EDUCATIONAL ATTAINMENT:**

Graduated : Mindanao State University-Philippines

 College of Public Administration

 Major in Community Development

 2007-2008

Vocational : Mindanao Computer Programming Institute-Philippines

 Desktop Publishing, Data Base111 Plus, and Lotus123

 Feb 1991-Jan 2000

**PERSONAL INFORMATION:**

Age : 32 Years Old

Sex : Female

Height : 5”2

Religion : Sunni Muslim

Birthday : May 28, 1983

Status : Single

Weight : 49kls.

Citizenship : Filipino

**SEMINAR ATTENDED:**

March 18, 2006 : Basics Skills Training on Candle Making at Social Hall

 MSU-Marawi City Community Development Hall

June 2 to 4,2005 :Creative Drama and Crafts

September 2006 : Training for Leadership and Self Awareness

**CERTIFICATE OF APPRECIATION:**

January 17, 2004 :M’ranao Cultural Presentation sponsored by Kalimudan

 INC.NGO MSU-LNCAT.

Feb 26, 2004 :Girl Scout of the Philippines Western Mindanao region

 At Marawi Resort Hotel.

**Award**

1999-2000 : First Honor at Mindanao Computer Institute

2007-2008 : Best Performance in Cultural Trope MSU Main.