**First Name of Application CV No 1680906**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

***Career Objective****:*

*Seeking to acquire a challenging career opportunity whereby I intent to work to my highest potential and make a significant contribution by utilizing my expertise and knowledge with the opportunity for professional growth and advancement.*

***Highlights of Qualification:***

* *Combine excellent communications and organization skills with hands-on technical knowledge, pleasing personality and superior memory for details and a strong work ethics*
* *Managing all office duties( managing diary, scheduling meetings, handling self correspondence,arranging travel logistics, organizing forums and conferences…etc.*
* *Self-starter with the ability to analyze business operations and recommend strategies to improve performance*
* *Competent people person, a problem solver who communicates effectively with multiple levels of internal and external partners.*

***Working Experience****:*

***Company: Bloom Aesthetic and Laser Clinic***

***Position:Clients Coordinator/Clinic Assistant***

***Duration:Oct.2015 up to present***

***Company : National Home Care Services, Dubai United Arab Emirates***

***Position: Cleaner***

***Duration: September 2012 up to 0ct.2015***

**Job Responsibilities**:

* Empty and wash out bins in all rooms.
* Tidy and dust Staff Room.
* Tidy and dust Offices.
* Vacuum carpets, Clean Nursery toilets, staff toilets and hand basins.
* Wash floors in laundry, kitchen, bathroom and Nursery.
* Wipe around surface in kitchen, Damp dust where appropriate.
* Keep a check on cleaning materials and re-order via the Manager.
* Lock or unlock the building securely, Undertake any other duties as may be required from time to time.
* Wipe and polish the front of the bar
* Vacuum all carpets and upholstery and remove all chewing gum
* Dust and polish all chairs, tables and all drinking shelves
* Polish all brass, including bar rail, kick plates and push plates
* Dust picture frames and clean the picture glass
* Clean all internal glass and all gaming machines, including front panels, sides and top
* Sweep and wash/mop any floor tiles, marble or hearths
* Dust all other fixtures and fittings, including skirting, radiators, pipes, fire extinguishers and any other surfaces within reach

***Company: Private Family, Abu Dhabi UAE***

***Position : Housemaid***

***Duration: 3 months***

***Company:Lalaine Gown Rental***

***Position:make up artist and hair stylist***

***Duration:2 years***

***Company : Jack and Sand Eatery, Philippines***

***Position: Cashier/ Receptionist***

***Duration: 1 year and 8 Months***

**Job 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.*
* *Cash checks for customers.*
* *Weigh items sold by weight in order to determine prices.*
* *Calculate total payments received during a time period, and reconcile this with total sales.*
* *Compute and record totals of transactions.*

*.Educational Attainment:*

***Undergraduate***

***Quirino State College, Philippines***

***Strengths/ Skills****:*

* ***Problem solver with good common sense***
* ***Customer care***
* ***Work with the community***
* ***Maintain a good standard of services***
* ***Basic Computer***

***Personal Information****:*

*Date of Birth : 24/11/1987*

*Nationality : Pilipino*

*Religion : Catholic*

*Marital Status : Single*

*Visa Status : Visit Visa*

*Languages Known : English*

***Declaration****:*

*I hereby declare that all the above informations are true and correct to the best of my knowledge and belief*