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| **CAREER OBJECTIVES** |

To secure a position in a dependable institution that would enhance my capabilities. Equipped myself with an aura of positive attitude and job dedication in order to meet the company’s goal and meet customer satisfaction. To be a part of your company in any position suitable for my qualification.

**Work Profile:**

* Interpersonal and communication skills.
* Work as a team member and adapt easily to new situation.
* Responsible and considerate.
* Proficient in Computer Applications (MS Word, MS Excel)
* Strong organizational and time management skills.
* Flexible, hardworking, cooperative, prioritize and organize task effectively.
* Willing to work flexible hours, including evenings, weekends and holidays.
* Can work with minimal supervision and efficient even under pressure.
* Ability to manage time, fast learner and trust worthy.

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| **WORK EXPERIENCE** | |
|  | ***(Warehouse Assistant)* QUALITY CONTROLLER**  August 05, 2012 – **Present**  **ARAB AMERICAN EXPRESS ( ARAMEX )**  Dubai, UAE   * Follow instructions and complete tasks within set time scales. * Dispatch orders in timely manners. * Working in a safe manner in accordance with health and safety requirements. * Packing items into boxes and performing final outgoing inspections. * Receiving goods into the warehouse, logging these onto the computers system, and then unpacking and stacking them. * Completing daily logs and all required paperwork. * Maintains quality service by following organization standards. * Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area; complying with procedures, rules, and regulations. * Completes reports by entering required information. * Enter shipping information into a computer by hand or by using a hand-held scanner that reads   barcodes on goods.   * Inspect goods for defects and damages. * Inspect and count items received and check them against invoices or other documents, recording shortages and rejecting damaged goods. * Keep records of all goods shipped, received, and stored.   ***Sales Associate ( Department – Selling)*** | |
|  | Sep**. 27, 2011** - June **28, 2012 (9 MONS.)** | |
|  | **ACE HARDWARE PHILIPPINES** | |
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|  | Philippines | |
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|  | * Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. * Maintain an awareness of all promotions and advertisements. * Assist in floor moves, merchandising, display maintenance, and housekeeping * Assist in processing and replenishing merchandise and monitoring floor stock. * Aid customers in locating merchandise. * Communicate customer requests to management. * Assist in completing price changes within the department. * Participate in year-end inventory and cycle counts. * Assist in ringing up sales at registers and/or bagging merchandise. | |

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| ***Health Attendant (HealthCare )*** |
| **June 23, 2010 - Sep 23, 2010 (4 MONS.)** |
| **We Care Nursing Home** |
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| Philippines |
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| * Geriatric Care. Physical assessment (head to toe), vital signs taking. Assist with walking and light exercises. * Plan and prepare meals, followed by clean-up. Monitor food expiration dates, make future meals. * Make beds and change linens, as needed. Light housekeeping to include dusting and vacuuming. Assist with bathing, dressing and grooming. Take out garbage, run errands (pickup prescriptions, dry cleaning). Engage in physical and mental exercises. * Provide medication reminders. Escort on appointments (physical therapy, etc.). Escort to religious services or events. Maintain calendar and organize mail. * Engage in activities (games, memory books), companionship. Record daily care notes. Report any significant client changes to the Agency office |

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| **EDUCATIONAL BACKGROUND** |

**College** **Practical Nursing** (***Vocational Diploma)***

Philippines

Jun 2008 - May 2010

**High School Adress Bonifacio College (High School)**

Philippines

June 1998 – April 2002

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| **PERSONAL DATA** |

**Birth Date** : March 15, 1985

**Civil Status** : Single

**Nationality** : Filipino

**Religion** : Islam

**Language Known** : English/Tagalog