Teodoro

Dear Sir / Madam,

I am writing this letter to apply for any job opportunity to your company. I would like you to know that I can join immediately.

I believe I possess the necessary skills and experience you are seeking and would make a valuable addition to your company.

As my resume indicates, I possess more than 5 years of progressive experience in Recruitment and Administration field.

Most recently, my responsibilities and experience I gained as Recruitment / Admin Asst. at Care Professional Services hopefully meet the qualifications and skills your company is seeking.

I assisted in the successful completion of projects and goal of the company. My supervisor also relied on my ability to manage the recruitment process efficiently, solved problem related to recruitment and administrative works, to work on high pressure environment and excellent communications skills.

I have attached my resume for your review and I'd be happy to provide greater detail about my skills and experience during an interview. Please call me at your earliest convenience.

Thank you, in advance, for your consideration and valued time.

Best regards,

Teodoro

**Teodoro**

Years of Experience: **5 years**

Notice Period**: Can join immediately**

**Recruitment Clerk**

Care Professional Services,

Abu Dhabi, U.A.E.

From Jan 8 2011 to March 17, 2013

**Duties and Responsibilities:**

* Sending Invoices, Tenders and Job Quotations to client.
* Submitting and collecting document needed for the deployment of candidates like Service Order, Security Pass, ADMA Travel Card, Medical Report, Insurance Card.
* Collecting cheque, Bank Guarantee, mails and medical result of the candidates.
* Going to the bank for cash/cheque deposit and withdrawal.
* Going to Insurance Broker for payment.

**Windows & Office tools**

Outlook Good

Word Good

Excel Good

Typing Excellent

Networking Excellent

**LANGUAGES:**

**English** – Good **Tagalog** – Mother Tongue

**EDUCATION:**

**Tertiary**: June 2003 - April 2008 **Pines City Colleges**, Baguio City, Philippines

***Degree:*** (*Bachelor of Science in Nursing)*

**Secondary:** June 1999 - Mar 2003**San Quintin National High School**

***Primary:*** June 1993 - Mar 1999**Carayacan Elementary School**

**PERSONAL DATA**

**Name in Full** **:** Teodoro

**Date of Birth** **:** May 08, 1986

**Height** **:** 5’5”

**Weight**  **:** 70 kilos

**Nationality** **:** Filipino

**Religion** **:** Roman Catholic

**Languages** **:** Tagalog and English

**Availability :** after 1 month notice.

**Preferred Locations :** Abu Dhabi, U.A.E.

**Teodoro**

**CV No: 1731648**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

