

Contact HR Consultant for CV No: 305151

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Objective**

* Employ significant knowledge and skills towards the delivery of competent service in the work setting.

**SUMMARY**

* Excellent interpersonal and leadership skills that can motivate people.
* Comprehensive oral and written communication skills in English Language.
* Sociable with excellent customer care and sales skills.
* Computer Literate with knowledge of Microsoft Office.
* Goal-oriented and ability to work in a team environment.
* Ability to handle multiple tasks and work with minimal supervision.
* With Medical background.

**Professional experience**

***November 2015- October 2016***

**Receptionist**

**AL QUDRA SPORTS MANAGEMENT L.L.C. –Abu Dhabi, UAE**

* Greet members entering establishment and assist them for registration.
* Receiving calls and updates and responding to them in timely manner.
* Receiving and delivering documents through couriers.
* Ordering and maintaining office supplies.
* Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* Keep current records of staff member whereabouts and availability.
* Filing documents.

***August 28, 2013 - October 2015***

**Receptionist/ Guest Service Representative**

**EJADAH ASSET MANAGEMENT GROUP (Free Zone)**

**deployed in Dubai International Financial Center**

– **Dubai, U.A.E**

* Greet persons entering organization.
* Answer telephone and direct calls. Transfer calls to staff.
* Monitor security access and maintain security awareness.
* Send and Receive deliveries.
* Monitor and maintain office equipment and report to maintenance if any problem seen.
* Tidy and maintain the reception area as well as the offices.
* Assisting clients to book meeting rooms and ensuring that these are all recorded for the issuance of invoice
* Responds to alarms and dispatched calls; decides what actions to take based on situation, facts and position limitations.

***January 7, 2013 – August 2013***

**Customer Support: Expedia (hotels.com)**

**SYKES ASIA – Mandaluyong City, PHILIPPINES**

* Handles customer queries regarding hotel reservation and provide alternatives in case of emergency situations.
* Responsible for modifying customer’s hotel reservation.
* Updates rules, regulations and current affairs on hotels.
* Create and maintains service contracts for group and individual travels.

***November 8, 2010 – April 9, 2012***

**Sales Consultant/ Customer Support: Expedia.com**

**AEGIS MAKATI – Makati City, PHILIPPINES**

* Assist clients in reservations, finding travel package, charges, transfers and cancellations.
* Responsible for booking international and domestic reservations for air travel, hotel and car rentals.
* Handles customer queries regarding hotel reservation and provide alternatives in case of emergency situations.
* Create and maintains service contracts for group and individual travels.
* Updates rules, regulations and current affairs on airline, hotels, and cars.
* Builds new client relationship as well as maintains the existing one through effective service.
* Offers travel packages and travel products to customers.

**education**

2004 – 2008 **Colegio De Sta. Lourdes of Leyte Foundation Inc.**  Tabontabon, Leyte Philippines

***Bachelor of Science in Nursing***

Tertiary

Date Graduated: April 2008

2000 – 2004 Abuyog National High School Abuyog, Leyte Philippines

Secondary

Date Graduated: April 2004

1994 – 2000 Abuyog South Central School Abuyog, Leyte Philippines

Primary

Date Graduated: March 2000

**“CAN jOIN immediately”**