** RONIEL**

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**CAREER OBJECTIVE:**

* To succeed in an environment of growth and excellence and earn a job, which provides me job satisfaction, and self-development and help me achieve personal as well as organization goals.

**EDUCATION**

* **Bachelor of Science Nursing** -- JOHN PAUL II COLLEGE
* **High school** -- OPOL NATIONAL SECONDARY TECHNICAL SCHOOL PHILIPPINES
* **Elementary –** OPOL CENTRAL SCHOOL( OPOL MISAMIS ORIENTAL PHILIPPINES)

**CERTIFICATES**

* **PHILIPPINE NURSES ASSOCIATION NO. -- 2016**
* **Philippine Nurses Association**, Inc. (PN**A**)Emirates Regional Chapte**r**
* **International Driving computer lessens cert**. – Emirates dream cemter for training and consulting (EDCC)
* **NURSES LICENSURE EXAMINATION passer (PRC) 2015**

**WORK EXPERIENCE**

**FOLLOW-UP CLERK / OPERATION SUPERVISOR** at SAA TECHNICAL & SPECIALIZED SERVICES EST. ABUDHABI from **December 2014 to present**

**Job Descriptions:**

* Monitoring operations of the workforce.
* Liaise with other department heads especially senior business managers so they can improve the working environment and business processes of a company.
* Strengthen client relationships and ensure the successful continuance of business operations.
* Provide feedback, inform employees on relevant training required and allocate a date for training accordingly. In order to do so the operations supervisor is required to communicate clearly with the relevant departments/institutions/clients to ensure a smooth/without delay process.
* Conduct office supervisory tasks, forecasting, reports, candidate search, document handling.
* Ensure safety regulations are adhered to (inform operators on the importance of HSE at work),Oversee customer service departments and ensure customer satisfaction goals
* Prepare, revise and submit reports and other documentation as monitoring sources
* Dialogue with clientele about customer service issues or queries
* Communicate information to the departments filtered for management
* Assist on mobilizing employees to the required locations
* Monitor day to day operations/rotations of all employees coming and going from field site.
* Cater for employee comments
* Provide induction courses for the allocated employees
* Report directly to the manager

**SERVICE COORDINATOR** at Universal Robina Corp. Phil. (February 2013 to October 2013)

**Job Descriptions Summary:**

* Coordinate Quality and Food Safety programs including HACCP, working towards the implementation, Work closely with Operations Manager, and production employees to ensure conformance to company standards.

**SUPERVISOR at Universal Robina Corp. Phil.** (November 8, 2012 to Feb. 15 2013)

**Job Descriptions Summary:**

* Performs daily tasks assigned in specific stations and meets production output goal, Ensures good quality of finished product, Performs other duties that may be assigned from time to time, Help enhance and maintain a good working relationship within the group, Supervise work activities and implement standard process, quality, maintenance and safety procedures during production to ensure efficient operations, Coordinate with the Department Supervisors and prepares reports with regards to the operation, Monitors production from time to time.

**Behavioral Coach Teacher at brain Builders Academy** (from April 2010 to March 2012)

**Job Descriptions Summary:**

* Set goals for behavioral changes, assess progress and modify behavioral plans if necessary, Plan, prepare and deliver instructional activities that facilitate active learning experiences, Develop schemes of work and lesson plans, Establish and communicate clear objectives for all learning activities, Manage student behavior in the classroom by establishing and enforcing rules, Make progress report and evaluation with the collaboration of parents and medical team every last week of the month.

**PERSONAL INFORMATION**

**Date of Birth :**November 12, 1985 **Place of Birth :**Press. Roxas Cotabato **Nationality :**Filipino **Marital Status :**Married

**Visa status :** working Visa

**COMPUTER SKILLS**

* Expert in Internet operation, Microsoft Office (outlook, Word, Excel and Power Point).

I hereby certify that the facts stated herein are true and correct to the best of my knowledge and belief.