Elma



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Objectives:

To secure a challenging and rewarding long term career with a well established organization as a part of the project team that encourages creativity and team work and to have a challenging position offering responsibility and for advancement.

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Applying for:

1 . Office Staff

2 . Receptionist

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educational background:

abe international Business College 2007-2011

Faura St. Taft Ave. Manila

Bachelor Degree: Bachelor of Science in Tourism

San Antonio National High School 2003-2007

Mayapis St. San Antonio Village

Rafael Palma Elem. School 1997-2003

Vito Cruz Manila

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employment record

Company : Al-Hekma Medical Complex

Address : Muaither St. Doha Qatar

Position : Receptionist/ Secretary and Cashier

Date : May 2013 - May 27, 2016

Company Description

Hekma Medical Complex (HMC) is a fully equipped multi specialty poly clinic in the heart of Muaither, Doha-Qatar. A poly clinic with all the newest technology in the making, fully digitalized machinery for Ultra-Sound, X-Ray and other lab facilities.

Strategically located in the heart of the city of Muaither, Qatar, HMC is easily accessible to people from far and near, with over 2 decades of experience in the field, our expertise and infrastructure is today considered on par International standards. And we hope to strike a chord with people world-over for the personalized treatment and care that we offer our patients, touching lives in more ways than one.

Job Description

Serves patients by greeting and helping them scheduling appointments; maintaining records and accounts.

Duties

* Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone answering or referring inquiries
* Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
* Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
* Helps patients in distress by responding to emergencies.
* Protects patients' rights by maintaining confidentiality of personal and financial information.

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Company : Picstacular photobooth &personalized

Address : Philippines

Position : Receptionist/Sales Associate

Date : January 2012- December 2012

Company Description

The Picstacular is a Mobile photo booth for rent and also a personalized shop.

Job description

To maintain outstanding customer service & Answer customers’ questions.

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Company : Luxury Star Travel&Tours Inc.

Address : Philippines

Position : Sales Associate/ Rendered Sales Call

Date : January 2011- November 2011

Company Description

The Luxury Star Travel&Tours  is a private [retailer](http://en.wikipedia.org/wiki/Retailing) or [public service](http://en.wikipedia.org/wiki/Public_service) that provides [tourism](http://en.wikipedia.org/wiki/Tourism) related [services](http://en.wikipedia.org/wiki/Service_(economics)) to the [public](http://en.wikipedia.org/wiki/General_public) on behalf of [suppliers](http://en.wikipedia.org/wiki/Supply_chain) such as [airlines](http://en.wikipedia.org/wiki/Airline), [car rentals](http://en.wikipedia.org/wiki/Car_rental), [cruise lines](http://en.wikipedia.org/wiki/Cruise_line), [hotels](http://en.wikipedia.org/wiki/Hotel), [railways](http://en.wikipedia.org/wiki/Rail_transport), and [package tours](http://en.wikipedia.org/wiki/Package_tour).

Job Description

Assist clients in finding travel package deals for their needs.

Skills:

* Computer literate in MS Word and Power Point.
* Ability to work well under pressure and to deadlines.
* Having a responsible attitude.

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seminars attended:

* TEAM LEADERSHIP: Strategy and Power at Work
* ABE Food, Travel, and Business Convention: A Proactive Convergence
* Professional Development Summit
* The Challenges of airline Industry on the Global Market.

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I HEREBY certify that the above information are true and correct to the best of my knowledge and belief.