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| **ANNIE** **ANNIE.328619@2freemail.com** |

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| **OBJECTIVE:**To work in a reputable company where I can apply my knowledge, interpersonal and job skills, thus enriching the information and expertise for my personal and professional performance, and similarly, to collaborate in the development and growth of the company. |

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| **KEY QUALIFICATIONS*** Ability to work efficiently and effectively in a sensitive and confidential work environment.
* Ability to perform multi-tasking jobs.
* Computer Literate
* Good communication and interpersonal skills.
* Self-motivated and able to work under pressure
* Able to work with minimum supervision
* Quick learner
* Customer service oriented
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| **EDUCATIONAL ATTAINMENT**Bachelor of Science in NursingUniversity of CordillerasBaguio City, PhilippinesYear 2005 – 2010 |

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| **PERSONAL DATA:**Date of Birth : Nov. 12,1989Nationality : FilipinoReligion : Roman CatholicMarital Status: SingleVisa Status : Tourist visa  |

**CHARACTER REFERENCE:**Available upon request |

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| **CAREER HISTORY:** |

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| **SECRETARY**Young Builder’s Corporation  (Abra Sports Complex Project) April 2014 to October 2016 Bangued Abra, Philippines***Job Description:**** Greeted and directed walk-in costumers
* Answered/forwarded phone and relay messages to appropriate recipients
* Filed, sorted and scanned documents
* Manage new files/folders and compile records
* Interacted with employees and assisted them in their task
* Perform document photocopying and paperwork distribution task
* Assist in preparing payrolls
* Accounts payable responsibilities involves issuing field purchase orders, collecting and matching delivery tickets obtaining proper approvals and adhering to payroll processing deadline.
* General office duties as directed by project management.
* Receive, sort and log all incoming deliveries; prepare all outbound deliveries.
* **Site nurse**: Provide first aid treatment to clients suffering from minor injuries, burns, cuts, bruises and abrasions.
* Provides stabilization, resuscitation and other life support/First aid measures for injuries and illness
* Assesses and stabilizes conditions to improve vital functions of the patient utilizing common sense and good clinical judgment which do not require physician’s evaluation according to establish emergency guidelines.
* Ensures proper care of casualties and establishes procedures to followed in the event serious injuries such as a means of obtaining prompt medical and ambulant services
* Identifies and plans clinical materials, supplies and equipment that are required and raises requisition when needed.
* Implement safety, health, environment policies

**SECRETARY**  Municipal Office March 2012 – March 2014 Bangued Abra, Philippines***Job Description:**** Carried out secretarial duties including attending committee meetings and taking notes, typing letters, reports, scheduling meetings and filing
* Answer telephone calls and give information to callers, take messages, transfer calls to appropriate individuals
* Greet visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs
* Collect and disburse funds from cash accounts and keep records of collections and disbursements
* Operate electronic mail systems and coordinate the flow of information both internally and with other organizations
* Prepare general correspondences, memorandums, reports, schedules, purchase orders and other materials from rough draft, copy, marginal notes or verbal instruction.
* Answer correspondence as directed by supervisor.
* Operate office equipment such as fax machines, copiers, and use computers for spreadsheet, word processing, database management, and other applications

 **FRONT DESK / SALES CONSULTANT**Bioessence Group of Companies (Skin, Skinning, Spa)August 2010 to February 2012 Baguio City, Philippines***Job Description:**** Assist customers and clients in person or over the phone for their queries
* Offer personalized customer service and maintain long-lasting relationship with the customers
* Selling beauty products by helping customers to choose the right or appropriate products to buy
* Ascertain needs of customer and make appropriate suggestions or recommendation to customer and demonstration techniques
* Maintain personal beauty and grooming standard and upkeep customers’ satisfaction
* Communicate to customers on the stored beauty promotions
* Ensure existing stocks are displayed in front row to new stocks regularly
* Perform business operations such as maintenance of cash drawers and deposits and separation of vouchers, coupons and slips
* Plan and execute new product launch and promotion
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