**NARISH**

**NARISH.333794@2freemail.com**

Date of Birth: October 14, 1989

Age: 27

Nationality: Filipino

**PERSONAL SUMMARY:**

An enthusiastic, versatile and committed person who has developed a mature and responsible approach to any task she undertakes. With considerable experience in teaching, administrative and in a Health and Safety role, making recommendations following any accidents or incidents and responsible in the over-all administrative requirements of the Department, she is well versed in communication and interaction with different types of people, always willing to help colleagues and is excellent in working with others to achieve a certain objective on-time and with outstanding outcome. She is presently looking for a reputable organization that will not only challenge her professionally but also allow her to develop her knowledge and potential further.

**WORK EXPERIENCE:**

***Cebu Air, Inc.***

Airline Operations Center, Cebu Pacific Bldg. Domestic Road, Pasay City, Philippines

**General Clerk – Safety Department**

April 28, 2015 – Present

* Functions and Responsibilities:
* Prepares correspondences/endorsements weekly, relative to hazard and incidents reported through SAMS received by the department from Airport Services - Domestic and International.
* Assist in conducting safety training for company personnel in Manila and Outstation.
* Assist in conducting safety audit and inspection of company facilities, equipment and ground operations for Manila and Outstation.
* Keep track of the audit schedule and ensure Department’s compliance based on the approved integrated master audit plan.
* Maintains and updates the company and destination airports’ emergency directory.
* Assist in firefighting training.
* In charge of taking the Departmental and Fatigue Safety Action Group (FSAG) minutes of the meeting.
* Prepare overall requirements needed for the Department's activity (In-house & External Trainings, Meetings, Conferences).
* Compile and update all Department files (Filing Chart, Master List of Forms).
* In charge with the purchase request of the department and inventory of safety materials/equipment.
* Disseminate memo and advisories.
* Prepare documents/company materials to be sent via mail station or cargo (for outstations).
* Coordinate with concerned offices for the schedule of the Director Safety and Flight Safety Manager.
* Arrange and coordinate the requirements for the safety personnel official business trip.
* In charge of calculating the monthly duty time allowances of the Flight Safety Officers.
* Perform other tasks as directed by the Director of Safety.

***Task Us, Inc.***

T.De Castro Bldg. 2, Palico 1, Emilio Aguinaldo Highway, Imus Cavite City, Philippines

**Call Center Representative – Non-voice account**

November 9, 2014 – March 31, 2015

* Functions and Responsibilities:
* Posted deals online sent by different merchants and ensure the accuracy of all the displayed deals to achieve customer satisfaction.
* Reviewed and revised profiles of care seekers and care providers to check reliability of the information provided.

***Philippine State College of Aeronautics (PhilSCA)***

Piccio Garden, Villamor, Pasay City, Philippines

**Job Order Faculty** – Institute of Engineering Technology (InET) Department

June 2, 2014 – October 14, 2014

* Functions and Responsibilities:
* Subjects taught: Sociology, Humanities (Arts), English and Communication 1, Philippine Literature
* Develop an instructional plan (course outline or syllabus).
* Plan lessons and assignments.
* Assess students’ progress by grading papers, tests, and other work.

***The Bridge School***

Cairo St. BF North West, Parañaque City, Philippines

**Assistant Preschool/Grade School Teacher**

January 13, 2014 – April 15, 2014

* Functions and Responsibilities:
* Assist the lead teacher in imparting classroom instruction based on predefined curriculum.
* Maintain a safe and organized classroom environment for children.
* Ensure that the classroom is aesthetically attractive so that students enjoy their surroundings while learning lessons.
* Provide support to the lead teacher in ensuring the physical, social, cognitive and educational excellence of children.
* Ensure development of positive relationships with children with a view to promote self-esteem and self-discipline.

***PATTS College of Aeronautics***

Lombos Ave., San Isidro, Parañaque City, Philippines

**Social Sciences Instructor**

January 13, 2012 – May 23, 2013

* Functions and Responsibilities:
* Subjects taught: General Psychology, Personality Development, Sociology, Humanities (Arts)
* Develop an instructional plan (course outline or syllabus).
* Plan lessons and assignments.
* Assess students’ progress by grading papers, tests, and other work.

**EDUCATION:**

College:

**Bachelor of Science in Psychology Bachelor of Arts in Psychology**

Adamson University Olivarez College

900, San Marcelino St., Ermita Manila, Philippines Dr. A. Santos Avenue, Sucat Road, Parañaque City, Philippines

June 2008 – October 2011 November 2006 – March 2008

**SKILLS AND COMPETENCIES:**

* Certified Trainer in my current employer.
* Able to work in highly confidential environments.
* Ensuring that safety equipment is installed correctly and safely.
* Capable to manage change and flexible in handling new tasks.
* Competent of doing tasks individually or within a group and under tight deadlines.
* Excellent in interpersonal relationship skills. Customer-oriented individual.
* Effective in public presentations and communication skills.
* Goal-oriented and ability to manage multiple tasks.
* Able to pay attention to details.
* Efficient in planning and organizing.
* Capable to work in a managed time.
* Skilled in Microsoft applications.
* Experienced interviewing clients, administered psychological tests to patients, responded on the queries of students about job placement and was a student teacher in a special education school during my On the Job Trainings.

**TRAININGS AND SEMINARS:**

* **Standard First Aid and Basic Life Support CPR/AED Training**

*Cebu Air, Inc.*

September 5-8, 2016

* **Basic Occupational Safety and Health (BOSH) Training**

*Cebu Air, Inc.*

April 25-29, 2016

* **U.S. Aviation Security Awareness**

 *Cebu Air, Inc.*

March 02, 2016

* **Train The Trainer Certification**

 *Cebu Air, Inc.*

 October 5-7, 2015 (Designing Skills Workshop)

 October 26-28, 2015 (Presentation Skills Workshop)

* **ISO 9001:2008 Introduction Course**

*Cebu Air, Inc.*

 September 21-24, 2015

* **ISO / DIS 9001:2008 Introduction Course**

*Cebu Air, Inc.*

 September 21-24, 2015

* **Internal Quality Audit Course**

*Cebu Air, Inc.*

 September 21-24, 2015

* **Quality Management System Documentation Course**

*Cebu Air, Inc.*

 September 21-24, 2015

* **Risk Management Introduction**

*Cebu Air, Inc.*

 September 21-24, 2015

* **Safety Management System Level 1**

*Cebu Air, Inc.*

 July 14, 2015

* **Basic Fire Safety**

*Cebu Air, Inc.*

 July14, 2015

* **Industrial Safety**

*Cebu Air, Inc.*

 July14, 2015

* **Emergency Response Procedures**

*Cebu Air, Inc.*

 July14, 2015

* **K-12: Challenges and Prospects**

 *PATTS College of Aeronautics*

 April 6, 2013

* **Gearing up for the Corporate Battle**

 *Polytechnic University of the Philippines Graduate School*

 March 2, 2013

* **Art Workshop 2013 - Facilitator**

 *PATTS College of Aeronautics*

 February10, 2013

* **Short-term Course on Principles and Strategies of Teaching**

 *PATTS College of Aeronautics*

 October 12, 2012

* **Teaching Excellence for Non Education Graduates: Effective Classroom Management**

 *PATTS College of Aeronautics*

 October 12, 2012

* **PATTS Faculty Development Seminar: “Outcomes-Based Educational Approaches in Teaching and Learning”**

 *PATTS College of Aeronautics*

 February 24, 2012

* **PATTS Faculty Development Seminar: “Strengthening the Professional Qualities of Effective Teaching:**

 **Ethical Dimensions and Communication Skills”**

 *PATTS College of Aeronautics*

 February 25, 2012

* **On the Job Training - Industrial Setting**

*Adamson University Organizational Development and Training Office*

 September – October 2011

* **On the Job Training - Clinical Setting**

*Plainview Custodial Home* - Mandaluyong City, Philippines

June – August 2011

* **On the Job Training - Guidance Setting**

*Adamson University Placement Office*

December 2010 – February 2011

* **On the Job Training - Special Education Setting**

 *St. Coletta Special School* - Makati City, Philippines

 November – December 2010

**EXTRA CURRICULAR ACTIVITIES/ACHIEVEMENTS:**

* Substitute/Assistant Teacher at Little Precious Stones Knowledge Center, 2012-2013
* External Vice President of Himig Musicians of Adamson University, 2009-2010
* Representative of Olivarez College in the “Mr. and Ms. PsychFed Ambassador 2007”, Federation of Psychology Societies, 2007
* Representative of Parañaque City District 2, “Ms. Barangay San Antonio 2007”
* 4th year High School Representative of Ramon Pascual Institute, Table Tennis Team, 2005
* Milo Best Swimming Club, Elorde Sports Complex, 2001