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**Maycaela**

[**Maycaela.334177@2freemail.com**](mailto:Maycaela.334177@2freemail.com)

#### PROFILE SUMMARY

Results-oriented receptionist eager to bring strong administrative skills to a growing company in need of top-level support. Excellent organization, communication, and relationship building skills. Articulate and friendly with a professional demeanor.

#### KEY SKILLS

**Office Skills:** Telephone & Front Desk Reception, Customer Service, Filing, Database & Records Management, Reports & Spreadsheets, Data Entry (75 WPM)

**Computer** Word, Excel, PowerPoint, Outlook, Photoshop, Windows Vista/XP

**Skills:**

#### PROFESSIONAL EXPERIENCE

**Magnum Gulf Medical Center, DSO, Dubai U.A.E.**

**2016- 2017 Receptionist**

* Maintained the front desk and reception area in a neat and organized fashion.
* Assisting the patients through each doctor they want to consult
* Register the patients file using their own system online
* Answering calls and making appointments for the patients
* Received and distributed faxes and mail in a timely manner
* Supported executives and handled extra projects as needed.

#### EDUCATIONAL ATTAINMENT

**College** University of Perpetual Help System Dalta- Molino

2012- 2014 (Molino III, Bacoor Cavite, Philippines)

BS Business Administration

University of Perpetual Help System Dalta

2010 – 2011 (Alabang-Zapote Road, Pamplona, Las Piñas city Philippines)

BS Accountancy

**High School** Mother Theresa School

2006-2010 (Camella Springville, Molino III Cavite, Philippines)

**Elementary** Queens Row Gospel Church Christian School

1998-2006 (Queens Row, Area A, Bacoor Cavite, Philippines)

#### PERSONAL DATA

Age : 22 yrs old

Birthdate : May 22, 1994

Civil Status : Single

Nationality : Filipino

Languages Spoken : English, Filipino

Visa : Long Term Visa