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**JANINE**

[**JANINE.336990@2freemail.com**](mailto:JANINE.336990@2freemail.com)

**OBJECTIVE:**

To pursue my career in a company that will give me extensive experience and knowledge in a friendly and challenging environment, offering a responsibility that will ensure my career growth, where honest and hardworking will result in a job satisfaction and career development.

**HIGHLIGHTS OF QUALIFICATION:**

* Exceptional listener and communicator who effectively conveys information verbally and in writing.
* Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.
* Strong follow through organizational skills, and ability to interact with a diverse employee population.
* Fluent and articulate in English both spoken and written.

**WORK EXPERIENCE:**

**March 2016 to Current:** AL SHAHBA TRANSLATION AND TYPING, DUBAI U.A.E.

**Position:** RECEPTIONIST cum SECRETARY

**Duties and Responsibilities:**

* Check office for cleanliness including conference and meeting room, printing area and pantry area.
* Greeting, welcome and assist the clients/visitors.
* Maintain cleanliness and organize reception area.
* Answer telephone calls and queries then transfer to the person in charge.
* Ensure incoming mails, packages and special deliveries are distributed to intended recipients in a timely manner.
* Order and replenish office stationery supplies and maintain the cleanliness of stationery room.
* Order food for meeting, conference etc.
* Check and order pantry supply.

**Skills:**

* Excellent front desk experience/customer service.
* Well developed interpersonal and communication skills.
* Professional appearance and manner.
* Good organizational skills.
* Ability to multitask.

**August 2014 – February 2016:** NOOR AL HILAL CLEANING SERVICES, DUBAI U.A.E.

**Position:** CLEANING SUPERVISOR

**Duties and Responsibilities:**

* Create cleaning schedules for staff and provide them with information on how to follow it.
* Supervise cleaning staff to ensure that they are carrying out their duties in accordance to the schedule provided to them.
* Train new employees to carry out cleaning activities in sync with company directives.
* Take responsibility of ensuring that all cleaning staff members are aware of the correct use of cleaning equipment and chemicals.
* Train staff members in safely mixing and using hazardous cleaning materials.
* Fill in for staff members in case of absenteeism or over work.

**PERSONAL INFORMATION:**

**Birth Date:** April 25, 1990

**Birth Place:** RomanaPangan District Hospital Pampanga, Philippines

**Age:** 26

**Gender:** Female

**Height:** 5’1

**Weight:** 52 kg

**Religion:** Roman Catholic

**Citizenship:** Filipino

**Language Spoken:** English

**EDUCATIONAL ATTAINMENT:**

**BARISTA SHORT COURSE PROGRAM (TESDA):** San Fernando City of Pampanga, Philippines

June 2006 to November 2006

**SECONDARY:** Saint Augustine Academy of Pampanga

S.Y. 2005-2006

**PRIMARY:** Floridablanca Central Elementary School

S.Y. 2001-2002

I do hereby certify that all data and information above are true and correct.