

**CIELITO**

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**CAREER OBJECTIVE:**

Seeking a responsible job with an opportunity for professional challenges and satisfying position commensurate with my work experience and educational background in a progressive and professional organization. To use my skills in the best possible way for achieving the company’s goals

**EMPLOYMENT RECORDS:**

**FIRST CHOICE PROPERTIES APRIL 2015- FEBRUARY 2016**

* **Property Consultant**
* Studied and contributed on different marketing strategies among the team.
* Negotiate between landlords and tenants regarding their own terms and condition that ended up on an agreement.
* Fully aware of current rental rates, sizes, locations and all amenities of properties.
* Closed agreements between other Real Estate Companies and Hotel Apartments around Abu Dhabi.
* Managed to reach my target monthly of AED20000 on rentals.
* Closed two sales deal in 6 months contributing AED180,000 commission to the company.
* Referred by clients to their friends and relatives.
* Develop full knowledge of lease terms, specifications and all community policies.
* Conducted out-reach marketing at least once a week.
* Listed 20 properties weekly for rentals. Providing pictures, owners details, and property requirements.
* Published all properties acquired daily on propspace.
* Accommodated at least 5 viewings daily If possible depending on leads give by the company or referred by old clients.

**COLOSSUS REAL ESTATE AUGUST 2013- FEBRUARY 2015**

* **Property Manager September 2014- February 2015**
* Handled over 40 properties around Abu Dhabi area. (apartments/villas/commercial spaces)
* Convinced property owners to sign property management contracts with our company having 3% rental rate paid to the company for managing their units yearly.
* Assisted and gave full support to all member of leasing department with regards on finding apartments available on the market.
* Contributed on marketing department by assisting them with full details of all properties managed by the company.
* Updating the data list every week in finding possible units to manage.
* Assured all datas are updated, leasing contracts, legal documents, ADDC accounts, etc.
* Ensured all apartments/ target apartments are available and ready to show to all possible clients.
* Maintained all apartments condition before and after the leasing contracts. Coordinated with different maintenance team for supplies to complete work routine orders.
* Contributed in maintaining work areas and office cleanliness and orderly manner all the time.
* **Administrative Officer August 2013- September 2014**
* Screened calls and transferred to responsible staff.
* Managed correspondence reports and documents.
* Assured that all details of manage apartments are up to date.
* Suggested and approved new forms to be used by the whole department.
* Coordinated successful meetings with all possible clients.
* Arranged business travel among staff including hotels, flights and documents needed.
* Provided good costumer service to all clients and guests.
* Awarded employee of the month for 3 consecutive months.
* Been promoted after a year on the admin support.

**KERZENT PHARMACEUTICALS, PHILIPPINES NOVEMBER 2012- JULY 2013**

* **Medical Sales Representative**
* Arranged appointments with doctors, pharmacists and hospital medical teams.
* Checked daily every possible clients thru “cold” calling.
* Provided good quality presentations to doctors, practice staff and nurses in GP surgeries.
* Closed contract between 18 doctors and 3 hospitals and 2 pharmacies around the area.
* Exceeded my monthly target.
* Arranged venues for presentations or conference.

**ABANAMY HOSPITAL, KINGDOM OF SAUDI ARABIA NOVEMBER 2010- OCTOBER 2012**

**ISAAC AND CATALINA MEDICAL CENTER, PHILIPPINES AUGUST 2009- SEPTEMBER 2010**

* **Nurse**
* Rendered quality nursing care to assigned patients in the hospital or private home.
* Make sure all charts are updated.
* Administering medication on time based on Physician prescription.
* Developed good relationships within patients and relatives all the time.
* Provide informations to family in treatment of patients.
* Explained in details on maintaining healthful environment for the patient.
* Observed keenly, evaluate and record all symptoms seen.

**BATAAN DOCTORS HOSPITAL,PHILIPPINES AUGUST 2009- SEPTEMBER 2010**

* **Front Desk Clerk**

• Greeted patients   
• Scheduled and confirmed patient appointments   
• Responded to patient grievances   
• Maintained confidential files and records.

**CROWN ROYALE HOTEL, PHILIPPINES OCTOBER 2008- JULY 2009**

* **Receptionist**

• Welcome visitors, determine nature of business, and direct visitors to suitable employee  
• Answer incoming telephone calls; operate PBX and multi-line telephone system  
• Receive, sort, and route mail  
• Monitor visitor access and issues passes

**TECHNICAL QUALIFICATION:**

*Computer Skills Training Course*

*AMA Learning Center*

*April 2008- October 2008*

**EDUCATION, AFFILIATIONS AND TRAININGS ATTENDED:**

***Bachelor of Science in Nursing***

Bataan Peninsula State University

Balanga, Bataan Philippines (2003- 2008)

• Seminar on Dialysis Procedure

Olongapo Convention Center, Olongapo City

December 2, 2007

• Seminar on Diabetes Mellitus & Disaster Management

Olongapo Convention Center, Olongapo City

December 2, 2007

• Seminar on Health Care Congress

Olongapo Convention Center, Olongapo City

December 2, 2007

• Seminars on Laboratory Test

Institute of Nursing and Midwifery

Max’s Restaurant, City of Balanga, Bataan

March 12, 2007

• Seminar on Nursing Leadership &Management & Nursing Jurisprudence Topics: Nursing Documentation:

When and When not to do The Do’s and Don’ts of Emergency Nursing, Staffing and Delegations of

Responsibilities, Legal Implications in Problem Solving

Institute of Nursing and Midwifery

Lou-is Resort and Restaurant, Balanga City, Bataan

February 16, 2007

• Seminar on Recreational Activity of the Physical Education entitled “2 Become One Challenge”

Institute of Nursing and Midwifery

ALL HANDS resort Subic Bay, Olongapo City

March 9, 2005

• Seminar on X-Ray and Ultrasound

Institute of Nursing and Midwifery

Bataan General Hospital, Balanga City, Bataan

February 24, 2005

• Seminar on Laser Surgery

Institute of Nursing and Midwifery

Joyous Inland Resort, Balanga City, Bataan

February 22, 2005

• Seminar on Electrocardiogram

Institute of Nursing and Midwifery

Crown Royale Hotel & Restaurant, Balanga City, Bataan

February 8, 2005

• Divisions Schools Press Conference 2002

Division Office

Bonifacio Camacho National High School, Abucay, Bataan

November 6, 2002

**PERSONAL:**

Date of Birth: June 27, 1987

Place of Birth: Orion, Bataan, Philippines

Status: Single

Languages Spoken: English/ Arabic/ Tagalog

Visa Status: Tourist Visa

Availability: ASAP