**CV No 2031870**

**MICHAEL**

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**Objective:**

To be a part of an organization where I can share my knowledge and utilize my skills to contribute in the company’s growth and prosperity.

**Area of Expertise:**

* Coordinator
* Supervisor
* Administration Staff
* Receptionist
* Sales Personnel

**Profile Summary:**

* Energetic and Enthusiastic with refined manners.
* Can work under pressure,meet deadlines and with less supervision.
* Self-motivated and ambition with strong desire to succeed.

**Knowledge & Skills:**

* Can communicate well to client, attend issues and concerns
* Can do planning to update and upgrade the operations procedures
* Can supervise subordinate, personnels and colleague regarding work.
* Computer knowledge MS Office Packages Internet and Email.
* Knowledge in documentations and fillings of private & government transactions.
* Had wide knowledge regarding sales operations,planning and documentations.
* Had wide knowledge in Safety and Security procedures.
* Knowledge in driving manual & automatic transmission.
* Knowledge in CCTV operation and procedures.

**Work Experiences:**

**Receptionist**

September 1,2015 up to present

**Administration Support ( Emirates Aluminium Badging Unit) EMAL Abu Dhabi**

February 2015 up to August 2015

**Administration Staff Main Risk Control Center, St. Regis Hotel Abu Dhabi**

May 2013 up to January 2014

**Administration Staff**

**Emerson Electric Asia Ltd. Regional HQ**

April 2009 up to May 2013

**Supervisor Booking Salesman**

Phillip Morris / Marlboro Cigarette

October 2008-April 2009

**Supervisor Van** **Salesman**

Distributor of Pepsi Cola Products

August 2008-September 2008

**Educational Background:**

Secondary Torres High School

1986-1990

Tertiary Baliuag State University

1990

Bachelor of Science Electronic Communication Engineer (Undergradute)

**Seminars and Trainings**:

Basic Safety Course Philippine Marine Training Institute

Basic Salesmanship Olongapo City

Handling Confidential Information First Sumiden Circuits Incorporated

First Aid Training Emerson Electric Asia Ltd. ROHQ

Basic Life Support Emerson Electric Asia Ltd. ROHQ

Telephone Courtesy Emerson Electric Asia Ltd. ROHQ

Customer Service Emerson Electric Asia Ltd. ROHQ

Basic Fire Fighting Emerson Electric Asia Ltd. ROHQ

Emergency Response Bomb Threat Emerson Electric Asia Ltd. ROHQ

Safety Leadership Skills Emerson Electric Asia Ltd. ROHQ

**Personal Information**

Name : Michael Ramos Quirabu

Date of Birth : April 23,1973

Nationality : Filipino

Marital Status : Married

**Declaration**

I hereby certify that the above informations given are true and correct to

the best of my knowledge.

**Michael R. Quirabu**

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| **Michael R. Quirabu – CV No 2031870**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |