

Contact HR Consultant for CV No: 339070

E-mail: response@gulfjobseekers.com

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**CAREER OBJECTIVE**

**I am seeking for company where my experience can not only improve the status of the company but also automate the working process to the best possible one.**

**SKILL SUMMARY**

**Five (5) years of experience as a receptionist secretary and a dental assistant.**

**Three (3) years of experience as a data encoder.**

**Knowledgeable to be a payroll clerk and as well as a cashiering field of work.**

**I had also a background on selling apparels.**

**Exceptional computer knowledge for analyzing reports.**

**WORK HISTORY**

**July 2015 – August 2016**  **Sahil Al Khaleej Hypermarket**

 **Al Nahda, Sharjah**

 **Cash Desk Clerk**

* Smile and Greet customers who came in & out in our store
* Answer phone call and take orders from the customers and prepare for it
* Process payments to the IPOS system
* Attend what they need and make sure that they are happy with our service
* Remittance of the money every after of the duty

**April 2010 – April 2015** **Dental Arts Clinic**

 **Philippines, San Juan City**

 **Receptionist/Secretary/Dental Assistant/Patient/Customer Service**

* Greet patients; arrange and confirm appointments; keep treatment records
* Order dental supplies and materials; maintain stock in accordance with monthly budgets
* Develop and document office policies and procedures;
* Prepare tray set ups for dental procedures; Obtain dental records prior to appointment
* Prepare patients for procedures – ensure to comfort and develop trust; calm distressed patients; instruct patients on postoperative and general oral health; take and record medical and dental histories as per doctor’s dictations.
* Oversee cleanliness of operatory and instruments; ensure safe/sanitary conditions using autoclave, and dry heat instrument sterilization
* Assist dentist with extractions, fillings and other dental procedures
* Take casts and impressions for prosthetics/restoration
* Pour impressions and make casts; Expose radiographs and process X-ray films
* Encode patient treatment and generate billing for the patient.
* Check and Process US insurance claims of the patient in our US branch.
* Remittance of every patient payment, Deposit on the bank.
* Updating and Collecting payables of the patient.
* Update Bank Statement and Issuance of check for the suppliers.
* Generate Accounting report to present to my boss.
* Fillings files, receipts and other office works.
* Filling work permits and other personal matter that my boss tells me to do.

**August 2007 – December 2007 Eastland Manufacturing Incorporated**

 **Payroll Clerk**

 **Philippines, Jenny’s Pasig City**

* Process in and out of the production employees
* Encode details and generate reports from the computer
* Compute the late, absent of the production employees
* Send to bank the breakdown of the payroll summary for encashment.
* Dispatch payroll to the cash basis employees.

**October 2003 – June 2006** **Sunway Trading Incorporated**

 **Data Encoder /Inventory Clerk**

 **Philippines, Paranaque City**

* Encode bar codes of the new products to the computer
* Enter the quantity of delivered products from supplier companies
* Encode the booking of our salesman
* Print out the dispatch slip and give to the warehouse man to dispose and deliver the actual stocks
* Monitors in out of the products to make sure that the computer and actual stocks are tally
* Weekly inventory of the van sales man and audit base on their sales and left over stocks
* Monthly inventory of stocks in the warehouse.

**May 2003 – October 2003**  **Marithe Francois Girbaud**

 **Fashion Consultant**

 **Philippines, Glorietta, Makati City**

* Smile and Greet customers who came in & out in our store
* Guide them and suggest our products
* Attend what they need and make sure that they happy with our service
* Monthly Inventory

**May 2001 – November 2001** **Burger King**

 **Cashier**

 **Philippines, Antipolo City**

* Smile and Greet customers who came in & out in our store
* Take orders from the customers and prepare for it
* Process payments to the POS system
* Attend what they need and make sure that they are happy with our service
* Remittance of the money every after of the duty
* Inventory of the condiments every end of the day

**EDUCATIONAL QUALIFICATIONS**

**Level:** Elementary

**Name of Sch.:** Sta. Ana Elementary School

**Location:** Sta. Ana Manila, Philippines

**School Year:** 1995

**Level:** High School

**Name of School:** Pamantasan ng Makati

 **Location:** Makati City, Philippines

**School Year:** 1999

**Level:** College

**Name of School:** Access Computer & Technical School

**Location:** Cubao, Quezon City, Philippines

**Course:** Computer Science/

 2 years course

**School Year:** March 2003

**COMPUTER SKILLS**

 **Email & Internet Explorer, MS Word, Excel, Outlook**

**PERSONAL INFORMATION**

**Nationality : Filipino**

**Age : 32 years old**

**Date of Birth : January 11, 1983**

**Height : 5’**

**Religion : Roman Catholic**

**Marital Status : Single**

**Language : English/Tagalog**

 **EXTRA CURRICULAR ACTIVITIES**

 **Cooking**