

Contact HR Consultant for CV No: 339296

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Objective:**

To be a part of an established company where my knowledge, experience and skills can be effectively utilized and provides me the opportunity to grow for the benefit of both parties.

**Professional experience:**

**Philippines Embassy**

**Philippine Overseas Labor Office**

**Administrative Assistant**

Abu Dhabi U.A.E

October 2015- December 2016

* Receive and process verified contract of Filipino workers.
* Collection of payment
* Deal all the inquiries of OFW about Contract Verification
* Responsible to encode correct information of Overseas Filipino workers who verified their contract.
* Prepare and submit monthly reports to immediate Supervisor

**Philippines Embassy**

**Commission on Elections**

**Overseas Voters Registration Encoder**

Abu Dhabi U.A.E

July 2014 – September 2015

* Deal all the inquiries and assist Filipino workers about the Voting Registration.
* Responsible to encode the correct information of all voter registrants.
* Submit the weekly and monthly reports of Overseas Voters Registration to the Consul.

**Philippines Embassy**

**Philippine Overseas Labor Office**

**Administrative Assistant**

Abu Dhabi U.A.E

December 2013 – May 2014

* Deal all the inquiries and assist Filipino workers about the requirements in applying Overseas Employment Contract or OEC.
* Encode in the system the name, passport number, occupation and name of the employer of the Filipino workers in the Overseas Employment Contract.
* Responsible to encode the correct information of all Filipino workers who apply for OEC.
* Report to the Labor Attach about the volume of the Filipino workers applying for Overseas Employment Contract.

**Al Shaya (Starbucks)**

**Barista**

Abu Dhabi,UAE

September 2011 – January 2013

* Pleasantly greeted each customer with genuine enthusiasm and a smile
* Providing quality beverages and food products by carefully adhering to recipe and presentation standards.
* Making and mixing different varieties of coffee such as latte, espresso, brewed and other coffee mixes
* Recommend additional products to customers through ongoing interactions
* Placing and preparing food and beverage orders then serve it to customers efficiently
* Accurately processes transactions through the POS and counts back change to customers
* Maintains continuous communication with other staff functions (i.e. bar, register etc.) during peak business times

**Traders Hotel Laguna**

**Receptionist**

Philippines

December 2008-March 2010

* Deliver excellent customer service, at all times
* Assist in keeping the hotel reception area clean and tidy
* Deal with all enquiries in a professional and courteous manner, in person, on the phone or via e-mail.
* Keep up to date with current promotions and hotel pricing, to provide information to guest, on request while maximizing bedroom sales opportunities.
* Carry out instructions given by the management team and head office.

**Hitachi Philippines**

**Administrator/Trainer**

Philippines

September 2006- July 2008

* Responsible for organizing, typing, distribution and maintenance of correspondence, reports, minutes and records related to department.
* Responsible for developing training materials relevant to our product.
* Conduct internal training sessions on HDD products and technical support for newly hired staff
* Collaborating with Customer Service and Sales to stay abreast of product functionality and features, and ensure training materials reflect the same

**Training/Seminar Attended:**

* Completed Trainer's Training Seminar at Hitachi Philippines

**Education:**

**New Era University**

Diliman, Quezon City Philippines

**Bachelor of Science**

**Foreign Service**

2001-2005

**Sta. Catalina National High School**

Philippines

**Secondary**

1997-2001

**Skills:**

* Ability and willingness to learn more while working on the job.
* Dedicated with strong interpersonal skills.
* Knowledge on any Microsoft Office Application.
* Extensive usage of Internet and E-mailing.

**Personal Information:**

**Date of Birth:** 18 April 1984

**Nationality:** Filipino

**Civil Status:** Married

**Visa Status:** Husband Visa (Transferable)

**Languages:** English and Tagalog