

Contact HR Consultant for CV No: 340058

E-mail: response@gulfjobseekers.com

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

**Objective:** To give my personal best and strive in the pursuit of excellence, in all that I commit to. I would cherish a demanding position that makes effective use of my background and provides good career growth, personality development where performance is awarded with new responsibilities, and where team work is accepted norm, putting in the best to the maximum benefit of the organization.

**SKILLS and ABILITIES:**

* Keen Observer/Goal-oriented
* Self-motivated Person
* Hardworking
* Can work in any shifting and flexible of hours
* Adaptability to work in team
* Proficient in Computer software (Excel, MS Word, and other window application)

**PERSONAL INFORMATION:**

Date of Birth: 08 April 1985

Place of Birth: Poblacion 2,Piat, Cagayan –Philippines

Civil status: Married

Nationality: Filipino

**EDUCATIONAL BACKGROUND:**

***University level***

* **Cagayan State University**

**Course: Bachelor of Science in Information and Technology**

Piat, Cagayan - Philippines

2007 – 2009

* **Saint Paul University**

**Course: Bachelor of Science in Business Administration (Major in Entrepreneur)**

Tuguegarao City, Cagayan, Philippines

2002-2004

***Secondary Level***

* **Our Lady of Piat High School (Private)**

Cagayan, Philippines

1998 - 2002

***Elementary Level***

* **Piat Central Elementary School**

Cagayan, Philippines

1991 – 1998

**ON-THE-JOB TRAINING:**

**HR Assistant**

HR Department - Bureau of Internal Revenue

Tuguegarao City, Philippines

April 2008 – June 2008

**TRAINING AND SEMINAR ATTENDED:**

**Office management and Hospitality**

CINELLE TRAINING CONSULTING CENTER INC.

L.A. Bldg. Don Quijote St. Corner España ,Sampaloc

Manila, Philippines

June 1 – 7, 2011

**WORK EXPERIENCE (Abroad):**

**RECEPTIONIST/WARD CLERK**

*In-patient Department*

**Burjeel Hospital LLC**

Abu Dhabi, United Arab Emirates

September 21, 2014- September 21, 2016

* Assisting patient whatever issues ad queries in their respective rooms.
* Checking the availability of all rooms for new admissions.
* Ensures and checks that all the VIP rooms are ready for occupancy at all times.
* Monitors and inputs all the department consumptions and new stocks in the system.
* Filling all the patients documents.
* Requesting in SAP for the weekly material stocks for the store.
* Responsible for making clearance and discharge files.
* Checking the Insurance of the patients if it is approved or rejected as per the Hospital policy.
* Revising the approval of the patients depending of what procedure they will undergo.
* Asking medical reports to the Doctors who’s responsible for the patients who have queries and extensions.
* Preparing the live birth notification of the newly born and claim request which we will send in the insurance department.

**OFFICE ASSISTANT**

**General Service Division**

**Under – *National Corporation for Tourism and Hotels***

**Abu Dhabi Judicial Court – United Arab Emirates**

July 26, 2011 to September 15, 2014

* Sorting and filing documents based on its case number and designated book files.
* Bringing documents to its designated staff address.
* Receiving and sending fax papers and documents. Preparing Arabic coffee, Turkish coffee, sulaimani, karak tea, cappuccino, herbal tea and any available juices in the pantry.
* Serve hot and cold beverages to the Manager, Judge, staff and clients.
* Photocopying of any documents needed by the clients and staffs.
* Maintains the organization and cleanliness of the office and pantry.
* Performs any other related work given by the immediate superiors.

Supporting documents and necessary papers is available upon your request.



I hereby certify that all information stated is true and correct to the best of my knowledge and belief. I understand that any misrepresentation in this information sheet will be grounds for rejection of this application