

Contact HR Consultant for CV No: 341950

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**Objective:** To be able to work in a competitive company that requires the knowledge and skills that I have required and to develop them for the success of the company and for any growth as a professional.

**Working Experiences:**

**Receptionist –**2014 till present

Al Jaber Aviation, LLC, Al Bateen Executive Airport, Abu Dhabi, United Arab Emirates

* Welcomes visitors by greeting them in person or on the telephone.
* Answering, forwarding calls and referring inquiries.
* Direct visitors to the required departments.
* Screening phone calls, maintains security by following procedures; monitoring logbook.
* Coordinating with maintenance for office maintenance.
* Handles/coordinates courriers correspondences, sorting and distributing post/mails.
* Maintains safe and clean reception area by complying with procedures, rules and regulations.
* Responsible for access card distribution to all staff.
* Maintaining office supplies and stationeries.
* Assists HR Department in administration task, office and file management.

**Customer Service/Commissary/Secretary** 2010 - 2014

Al Jaber Aviation, LLC, Al Bateen Executive Airport, Abu Dhabi, United Arab Emirates

**Customer Service:**

* Prepares the VIP lounge as per standard VIP arrangement.
* Meet and greet VIP passengers.
* Assist and answer passengers questions and inquiries professionally.
* Assist passengers for their passport for stamping from immigration officers.
* Escorts/directs passengers to an aircraft on the ground prior to take off/arrival.
* Assisting with the luggages and making sure all are tagged and kept on board before departure.
* Upon arrival making sure all luggages of VIP passengers are offloaded from the aircraft.
* Maintain a high level of personal hygiene at all times.

**Commissary:**

* Responsible for all aircraft preparation related to pre-departure and arrivals.
* Check deliveries from the store department.
* Perform regular quality checks to monitor if the defined standards are maintained.
* Physically do restocking for dry store items and equipment in the appropriate stowages.
* Control and report onboard items consumption.
* Check the serviceability of galley and cabin equipment.
* Physically do minor cleaning of the aircraft.
* Prepare the aircraft for departure, by setting up the cabin and lavatories.
* Fill up handover sheet, check and sign by cabin crew.
* Check on board Entertainment Items and store them to appropriate stowages.
* Check the serviceability of galley and lavatories.
* After landing, physically do necessary cleaning for all cabin, galleys and lavatories.
* Receive handover form/Voyage Report from Purser regarding accurate Bar Seal numbers, Cabin Cleaning and Dry Store feedback.
* Check and offload all dirty linens, count and send to laundry.
* Handover all dry store items to storekeeper.
* Check all cabin items and take proper action if necessary (Dirty, Damages, Missing etc…)
* Check and offload expired magazines, broken and damaged equipments.
* Polish all silver wares and china wares on board..
* Check and order the remain on board dry store iems.
* Check and order the remain on board equipment.
* Monitor dry store items expiration date.
* Ensure that all stowages are maintained and fully equipped with required items.
* Responsible that all restock locations are maintained according to the company standards.
* Inform Supervisor immediately for any discrepancies.

**Secretary:**

* Serves as secretary to the Manager of **Customer Service and Product**.
* Arrange appointments of suppliers.
* Liaise and request samples and quotations from the suppliers.
* Prepares LPO for uniforms of air crew and equipments on board and submit to Central Procurement.
* Responsible for issuing uniforms and luggages to air crews.
* Keeping, filing records and prepares petty cash..
* Responsible of keeping all samples and making sure to return to suppliers.
* Updating in the system Passengers’ profile for next flight references.

**Commissary** –2008 –2010.

Royal Jet, Airport, Terminal 2, Abu Dhabi, United Arab Emirates

* Responsible for cleaning and preparation of all Royal Jet Fleet and Visiting aircraft related to Pre-departure and arrival.
* Ensure overall appearance of Royal Jet Fleet as per defined standards.
* Responsible for uplifting Standard Drystore and Equipments items on board.
* Perform quality checks to monitor if the defined “Cabin Appearance” standards are maintained.
* Report any technical discrepancies to Maintenance Department (Cabin Log Book.)
* Inform supervisor immediately for any discrepancies.

**Education:**

 Graduate Midwife – Registered/Licensed

 Cebu School of Midwifery – 1988-1990

 Cebu City, Philippines

**Short Courses Attended**:

 IATA/UFTAA & Electronic Booking Tools Foundation Course – with Certificate

 Asia Travel and Tourism Center – October 2008 - March 2009

 Abu Dhabi, United Arab Emirates

 Executive Secretary (English Typing) – with certificate

 Mindbase Computer Training Center – April – May 2009

 Mussafah, Abu Dhabi, United Arab Emirates

 English For Business Communication – with certificate

 Nadia Training Institute – December 2015

 Abu Dhabi, United Arab Emirates

 Basic Arabic Language – with Certificate

 Filipino Institute, November – January 2017

 Abu Dhabi, United Arab Emirates

**Accreditations/Membership:**

1. Professional Regulation Commission, Philippines
2. Integrated Midwife Association of the Philippines

**Seminars/Trainings Attended:**

1. First Scientific Seminar on “Reduction on Maternal and Perinatal Morbidity and Mortality – 21 February 1994.
2. 23rd Integrated Midwife Association of the Philippines Annual Convention – “Safe Motherhood – The Core of Midwifery Practice” – 20-22 October 1997.
3. Infection Control: A Training Program for Healthcare Professionals Provided by the Medical Society of the State of New York, Al Rahba Hospital, Abu Dhabi – 18 April 2005.
4. Fire and Safety – General Authority Health Services, Quality Control, Al Rahba Hospital, Abu Dhabi – 31 December 2005.
5. Commissary Training in Amiri Flight, VIP Airport, Abu Dhabi – 01-25 March 2008.
6. Fire Safety Awareness & Prevention Al Jaber Aviation, Abu Dhabi – 16 February 2014