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**C U R R I C U L U M V I T A E**

**HONEYLE**

**Email Address:** honeyle.342155@2freemail.com

 **C/o-Cell phone Number: +971505891826**

**P E R S O N A L D A T A**

Nickname : HONEY

Birthday : 12 January 1989

Birthplace : Naga City

Age : 28 years old

Sex : Female

Civil Status : Single

Citizenship : Filipino

Religion : Born Again Christian

Height : 5”5

Weight : 110 lbs

Father’s Name : Danilo S. Secillano

Occupation : Farmer

Mother’s Name : Shirley A. Secillano

Occupation : Housewife

**E D U C A T I O N A L B A C K G R O U N D**

PRIMARY : San Ramon Elementary School

 1996 – March 2001

 Elementary Graduate

SECONDARY : Camarines Sur National High School

 2001 – March2005

 High School Graduate

COLLEGE : Mariners Polytechnic College

 2006-April 2008

 Associate in Hotel Restaurant Management

VOCATIONAL : Fil-Canadian Training in Dev’t for Caregiver

 June 2009 – December 2009

 Caregiver

**LANGUAGES/DIALECTS SPOKEN:**

**English, Portuguese, Tagalog and Bicol**

**PERSONAL STRENGTHS**

Possesses strong analytical and comprehension skills, loyal, hardworking and diligent, can work under pressure with minimal supervision, systematic, articulate, and computer literate and dedicated in any given task.

**WORKING EXPERIENCE:**

**(FROM PRESENT TO PAST)**

COMPANY NAME : **AMBASSADOR KHALED RAMADAN DAHAN**

Address : SHIS QI 13 Conjunto 6 Casa 8 Lago Sul

 Brasilia Brazil

Position : **Caregiver / Housekeeper**

 **24 January 2015 – 02 February 2017**

Duties and Responsibilities :

* Responsible in maintaining the cleanliness of the house. Clean and organized the rooms of the daughters.
* Assist the daughter in going to school, Help in their assignments.
* Accompany in every events they are going or going to mall.
* Responsible in preparing the food and setting up the table.
* Responsible in folding and ironing the clothes.

COMPANY NAME : **VISDAOCEAN MARITME SERVICES, INC.**

Address : 4thfl Trinity BldgT.M KalawSts.

 Ermita Manila

Position : **Documentation Officer**

 **13 August 2012 – 27 January 2014**

Duties and Responsibilities :

* Responsible for the referral of the selected crew for medical examination and to ensure that results are obtained at the earliest time. Shall ensure those only physically fit crews are employed.
* Shall be responsible in the preparation and signing of the hired crew’s employment contracts.
* Shall be responsible in ensuring that the National documents, flag state documents, STCW’95 certificates and vaccination certificates and other relevant documents of the joining crew are valid for at least (1) year prior to the joining crew’s departure and to monitorand ensure that the onboard crew holds valid documents at any given time.
* Shall ensure that all joining crew has undergone pre-departure seminar (PDOS) as required by POEA.

COMPANY NAME : **JMP POLARIS NAVIGATION INC.**

Address : 3rd Fl. BF Condominuim, Soriano Avenue corner

 Solana Sts. Intramuros Manila

Position : **Documentation Offficer**

 **01 August 2011 – 08 August 2012**

Duties and Responsibilities :

* Assisting the Operations Manager in calling ex-crew and candidates for tanker vessel. And helping her in the operations/crewing matters of the company.
* Shall be responsible for the preparation of the letter of guarantee, seaman’s discount, letters to the Master and other transmittal letters to the vessels.
* Shall perform other duties as maybe directed by the management.
* Shall be responsible in the requisition and release/issuance of the working gears of the joining crew.

COMPANY NAME : **PILIPINAS TELESERV INC**

Address : San Diego Bldg. Palanca St. QuiapoManila

Position : **Customer Care Officer**

 **10 February 2011-30 June 2011**

Duties and Responsibilities :

* Responsible in answering all the queries of the caller regarding Touch mobile.
* Responsible in doing inbound communications and also responsible to pacify the irate costumer.

COMPANY NAME : **GUERERRO FAMILY**

Address : Wack-Wack Mandaluyong City

Position : **Caregiver**

 **10 August 2010 – 25 December 2010**

Duties and Responsibilities :

* Responsible in maintaining the cleanliness of the patient.
* Responsible in assisting the patient to walk and prepare the food and also the clothes.
* Assist the patient when going to mall.

COMPANY NAME : **LASTING LINE CONTACT CENTER INC.**

Address : 20thFlr. Prestige Tower Emerald Ave.

 Ortigas Center Pasig City

Position : **Customer Care Officer/ Sales Agent**

 **04 December 2008 – 04 June 2009**

Duties and Responsibilities :

* Responsible for calling the client in Canada and offer them the vacation package going to Cancun Mexico.

COMPANY NAME : **Trader’s Hotel**

Position : **Public Area Attendant**

 **10 September 2008 – 25 November 2008**

Duties and Responsibilities :

* Responsible for maintaining the cleanliness of the hallway and also the comfort room.

I hereby certify that all the above statements are true and correct. If my information relevant to or causing my employment in this company is later found to be false or incorrect, I may be subject to immediate dismissal.

 **HONEYLE**

 Applicant