**LIBIE**

SHARJAH UNITED ARAB OF EMERATES

Libie.342640@2freemail.com

Date of Birth: 02-09-1982

Nationality: Philippine

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**CARREER OBJECTIVES:**

* I want to be part of the success in an environment of growth and excellence.
* I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.
* I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.
* To obtain my educational background and ability to work well with people and looking for opportunities to learn new skills.

**PROFESSIONAL SUMMARY**

* Well-organized individual with extensive hands on experience in providing front desk service. Demonstrated ability to answer multiple calls and guide visitors effectively. Well-versed in maintaining office security by following procedures and monitoring logbooks.
* Well organized and hard working with deep proficiency in handling paperwork and dedicated filling and records-keeping systems.
* Reliable hardworking professional with ability to operate multi-line telephone systems and route calls to appropriate staff members. Able to exhibit superior communication skills along with proven ability to maintain calm during extreme pressure.
* Highly motivated dependable receptionist with exceptional skills in handling first contact service and managing day to day administrative task of the office. Adept at managing filling and records system along with managing scheduling duties and supplies management.

**SKILLS**

. Leadership and management skills

 . Analytical Fast learning skills

 . Ability to work in challenging Environment

 . Dedication and Hard work

 . Ability to work as team

 . Ability to handle pressure

**TRAINING:**

 **:** Administration **/** Guest service

 **.** HOUSE KEEPING NC2

 . BASIC HAIR DRESSING

 . BASIC NAIL ART

**EXPERIENCE**

**Teacher Assistant / Skill Training instructor**

**FEBRUARY 22, 2016 -present**

**TOWNHEED IRANIAN INTERNATIONAL School AL QOUZ 1 DUBAI UNITED ARAB EMIRATES**

* Present subject matter to students under the direction and guidance of professor using lectures, discussions, or supervised role-playing methods.
* Help teacher by grading tests and include instruction paper work such as checking homework and test paper.
* Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups
* Enforce school and class rules to help teach students proper behavior.
* Help teachers with record-keeping, such as tracking attendance and calculating grades
* Help teachers prepare for lessons by getting materials ready or setting up equipment, such as computers
* Supervise students in class, between classes, during lunch and recess, and on field trips
* Arranged weekly training for skill development and prepared with subject.
* Special care for Kids development plan with parents meet.

**RECEPTIONIST** / **CASHIER** Sept 2014- Aug 2015

**HAUZ MALIBU GUESTHOUSE CONFERENCE HALL AND RESTAURANT**

**MALAYBALAY CITY, NORTHERN MINDANAO**

* File and maintain records, guest details and record for our internal used.
* Receive payment and records receipts for services. and updated and posting in the system.
* Operate telephone switchboard to answer, screen or forward calls, providing information taking messages, or scheduling appoints.
* Update system with guest information and status.
* Prepared for event scheduling for upcoming function.

**FIELD INUMERATOR / TRAINER** Aug 2015- Jan 2015

**PHILIPPINE STATISTICS OFFICE – MALAYBALY CITY, NORTHERN MINDANAO**

* Ask question in accordance with instructions to obtain various specified information, such as person’s name, address, age, religious preference, or state of residency.
* Compile, record, and code results or data from interview or survey, using computer or specified form.
* Locate and list addresses and households.
* Meet with supervisor daily to submit completed assignments and discuss progress.

**ADMIN / ACCOUNT EXECUTIVE** Feb 2012-Aug 2014

**GLOBAL PINOY REMITTANCE AND SERVICES – VALENCIA CITY NORTHERN MINDANAO**

* Receive and count daily inventories of cash drafts and travelers checks.
* Receive checks and cash for deposit verify amounts and checks accuracy of deposit slips.
* Enter costumer transactions into computers to record transactions and issue computer-generated receipts.
* Sort and file deposit slips and checks.
* Booking and receive payments for airline tickets.
* Process transactions such as term deposits retirement savings plan contributions automated teller transactions night deposits and mail deposits.
* Receive mortgage loan or public utility bill payments verifying payment dates and amounts due.
* Compute financial fees interest and service charges.

**EDUCATIONAL ATTAINMENT**

**COLLEGE:**

BACHELOR IN ELEMENTARY EDUCATION

BUKIDNON STATE UNIVERSITY

MALAYBLAY CITY NORTHERN MINDANAO

SCHOOL YEAR 2002

**SECONDARY:**

IMPASUGONG NATIONAL HIGH SCHOOL

IMPASUGONG BUKIDNON

SCHOOL YEAR 1999

**PRIMARY:**

IMPALUTAO INTEGRATED SCHOOL

IMPALUTAO IMPASUGONG BUKIDNON

SCHOOL YEAR 1995