

**PAULINE**

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**POSITION DESIRED**

Any position that fits my ability

**OBJECTIVE**

To face any challenging position that will develop my expertise and experiences and to maximize knowledge and abilities

**SKILLS**

**Communication Skills**

* Strong verbal and listening skills
* Can speak English and some few words of Arabic
* **Written Communication**
* **Nonverbal Communication**
* **Friendliness and Respect**
* **Picking the Right Medium**

**Computer Literature**

* **Windows-** Microsoft office words/ Excel, Power Point, Emails and the Internet
* Ability to use Dubai Trade System and Tasheel under Government Dubai Customs

**Can attend receptionist duties**

**Confident in handling in job with dedication**

**Absorb quickly information and procedures**

**WORK HISTORY**

1. **Logistics – Operation , Office Assistant**

**4all GROUP Fze**

Al Twar 2, Dubai Airport Free Zone (DAFZA) , Dubai-UAE

January 2015 – current.

* Making Bill of Entry documents under MIRSALII (Import, Export, Transfer and Transit In) under Government Dubai Custom
* I can apply in Tasheel like (visa and etc.)
* Also, attend as a receptionist
* Monitoring and maintaining stocks in and out in the system
* Act as a document controller
* Making a basic cost of bills for accounts
* Making basic letters like (authorization and etc.)

1. **Sales Executive/ Secretary**

**Berberabe Real State**

Batangas City

August 11, 2014

* Assisting with staff and Business Partner queries regarding new applications, existing customers
* Compiling the monthly Sales Report on new sales, additional channels, and renewals
* answering telephone calls
* maintaining diaries
* arranging appointments
* typing, word processing, and filing
* organizing and servicing meetings (producing agendas and taking minutes)
* prioritizing workloads

1. **Sales Staff/ Store Consignor**

**Department Store SM Batangas**

Pallocan, Batangas City

April 15, 2013-June 30, 2014

- Promote the high-quality services of the company

- Satisfy the Clients in response to their queries ad provide their needs immediately

- Updates all useful information

- Ensuring all documents and all accounts are completely accomplished within specified deadlines

- Complies promptly with the company policies and procedures

1. **Sales Staff**

**Forme Boutique SM Batangas**

Pallocan, Batangas City

March 15, 2012-June 29, 2012

* I am promoting a high – quality of our products and services of the company
* Needs to satisfy the clients in response to their queries and provide their needs immediately
* Updates all useful information of the products
* Assisting with staff and business partner queries regarding the new application, existing customers.

1. **Cashier**

**Citimart Batangas City**

Bauan, Batangas City

November 14, 2011- January 05, 2012

* Receive payment by cash, cheque, credit cards, vouchers, or automatic debits
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure the amounts are correct and there is adequate change.

1. **Private Nurse**

**Bolbolk, Batangas City**

August 25, 2011- October 09, 2011

Case Handled: Hypertension, Diabetes, and Pneumonia

* Implements the plan of care given by the doctor
* Provide health care-medical management, Physician’s appointments and physical therapy
* Provide emotional care-companionship and meaningful activities and conversation
* Provide personal care including personal hygiene
* Consult with health care professionals in case of emergency

**CERTIFICATIONS**

**Health Care Services NC-II**

**Red Cross First Aide**

- Basic Life Support

- Cardiopulmonary Resuscitation

**SEMINARS AND TRAINING:**

**Red Cross Volunteer Training**

**Community Services**

**On Job Training:** Luna Goco Medical Center

De Los Reyes Hospital

Community Hospital

Provincial Hospital

Municipal Center

**PERSONAL INFORMATION**

**Date of Birth:** February 14, 1992

**Place of Birth:**  Pinamalayan Oriental Mindoro, Philippines

**Nationality:** Filipino

**Civil Status:** Single

**Language:** English/ Tagalog

**EDUCATIONAL BACKGROUND**

**COLLEGES:** Luna Goco Colleges

Bachelor of Science in Nursing

(June 2008 - October 2010)

Health Care Services NC-II

(Graduate 2010)

**SECONDARY:** Immaculate Heart of Mary Academy

(June 2004 - March 2008)

**ELEMENTARY:** Jesus is Lord Christian School

(2000 - 2002)

Dońa Assuncion Reyes Memorial Elementary School

(2003 - 2004)

I herby certify that all the information written above is true according to my knowledge.

**Signature**