**TIFFANY**

**TIFFANY.350023@2freemail.com**

**Objectives**:

For international cultural exposure and hands-on experience as a gateway to a meaningful career. To develop my management skills, be an asset to the company and be a part of the company’s growth, to be globally competitive and effective individual.

**Academic Qualification:**

Institution name: Systems Technology Institute College (STI-College)

Location: J.Catolico Ave. General Santos City, Philippine

**Graduation Date:** April 2012

**Field of Study: Bachelor of Science in Hotel and Restaurant Management**

**Work Experience:**

**Secretary/Receptionist**

**June 14 2013-February 2017**

Thumbay Hospital – Ajman (Former GMC Hospital & Research Centre)

P.O Box 4184, Ajman – United Arab Emirates

**Job Description:**

Receiving the patients in reception, giving appointments via phone call and personal, Responsible for making the schedules of the doctors (duty roster, Academic works, meeting, & etc), Responsible for typing medical reports for insurance approval and patient’s request, dealing with patient’s complaints.

**Customer Service Representative**

**Billing and Sales for AT&T U-verse**

**April 2012-March 2013**

Sutherland Global Services

Jacinto Ext. Davao City, Philippines

**Job Description:**

Dealing with the account holders of AT&T U-verse (USA based company), responsible explaining monthly bill, processing payment thru credit/debit card, introducing new products of the company and selling mobile phones and data plans.

Certificates:

April 2012 Berlitz Passer (English Proficiency Exam)

**Personal Details:**

Date of Birth: 04 September 1991

Age: 25 years old

Gender: Female

Marital Status: Single

Country of Citizenship: Filipino

Language: Filipino (Tagalog), English (Advance)

I hereby certify that the above information is true and correct to the best of my knowledge and belief.