**Mejido**

* + Mejido.352939@2freemail.com

**CAREER OBJECTIVE:**

To grow and work in an organization where I can utilize my acquired knowledge, talents skills and experience. And to contribute to organization’s mission and vision while gaining professional growth.

**QUALIFICATIONS:**

* Degree in Bachelor of Science in Hotel and Restaurant Management.
* HAAD Licensing Officer cum HR in a Health Care,Abu Dhabi,UAE.
* HR Administrator in a Medical Center Al Ain,UAE.
* Sales Officer in a Bank in Philippines and United UAE.
* Asst. Accountant & Administrative Officer in a Construction Company in Abu Dhabi,UAE
* Sales Personnel in a Supermarket Abu Dhabi,UAE.
* Accounting and Billing Clerk in Forwarding Company,Philippines.

**WORKING EXPERIENCE:**

**Company: AL WAJAHA HEALTHCARE SERVICES**

 **Abu Dhabi, United Arab Emirates**

 **May 2016 to October 2016**

**Designation: Medical Licensing Officer**

 **Job Description:**

* Handle the entire HAAD- Health Authority Abu Dhabi process including Health Professional Licensing, Credentialing, Facility Licensing and Examination.
* Develop and maintain solid relation within the Health Authority/follow up pending application.
* Assist and advise applicants regarding Data Flow and HAAD requirements within the specified guidelines.
* Cancellation, Re-registration & Renewal of License of current staff submitting documents prior to expiry.
* Dealing with candidate queries.
* Supporting Managers in recruitment process by verifying HAAD requirement of applicants.
* Checking & updating status of new employees in HAAD website.
* HAAD application for new Hospital Facility (adding specialty).
* Initiates recruitment process.
* Assessment for the new employees.
* Process final job offer & prepare Job Description.
* Sending Memos and Letter to the concern person
* Filling & Documentation.

**Company: CANADIAN CARE MEDICAL CENTER**

 **Al Ain, United Arab Emirates**

 **July 2013 to October 2015**

**Designation: HR Administrator cum Executive Secretary**

 **Job Description:**

* Collecting CV’S from company email.
* Preparing schedule for interview from UAE and Philippine Applicants.
* Collecting Documents from the selected candidates to apply the Data Flow Verification & Health Authority Abu Dhabi & follow up application from website.
* Apply and follow up Data flow process.
* Handle Medical staff licensing issue: New registration, re-registration, renewal, cancellation, hospital services, and transfer license by applying on HAAD system.
* Arrangement for the renewal of the medical staff & facility license
* Liaise with Finance Dept. regarding licensing process payment.
* Maintain and update database of medical staff licenses.
* Managing the Medical Director diary, appointments and call for meetings.
* Any other tasks requested by the managing director.

**Company: STANDARD CHARTERED BANK**

 **Abu Dhabi, United Arab Emirates**

 **December 2012 to June 2013**

**Designation: SALES OFFICER (Personal Loan)**

 **Job Description:**

* To develop good public relations with the target companies to source business.
* Maintain regular visits in certain companies in order to get payroll business.
* Increase the customer base by sourcing new accounts with our bank.
* Extending our bank services through credit cards and personal loans to our eligible customers.
* Giving after sales service to our customers to get referrals.
* Good customer relationship in order to retain their loyalty with our bank.
* Make sure to achieve the assigned target given by the team leader.
* Responsible for the account opening of my customers.
* To ensure that the atm of my customers are properly disposed at the right time.

**Company: DELMA LABORATORY FOR SOIL & CONSTRUCTION MATERIAL**

 **Abu Dhabi, United Arab Emirates**

 **August 2008 to July 2012**

**Designation: ADMINISTRATIVE AND ACCOUNTING STAFF**

 **Job Description:**

* Responsible for company’s management and for the validity of the financial statements.
* Collection of outstanding balances from unpaid billings.
* Filing of appropriate closeout documents.
* Making reports at the end of the week.
* Ensures that all computations and figures are precise or accurate.
* Handling Office Management.
* Provide administrative support and prepare business presentation.
* Giving answer to the clients for their inquiries by sending a quotation.
* Attend trainings, seminars and meetings to provide ideas and support.

**Company: ABU DHABI COOPERATIVE SOCIETY**

 **Abu Dhabi, United Arab Emirates**

 **January 2003 to June 2008**

**Designation: SALES PERSONNEL**

 **Job Description:**

* Customer handling & care.
* Conducting customer satisfaction surveys.
* Assigned in Telecommunication services desk (Etisalat & Du), registration, selling phone cards and promoting offers.
* Occasionally conducted surveys by visiting other competitive outlets.
* Responsible in ordering of all items in Warehouse.
* Responsible for displays and putting of tag price and arranged the items accordingly.
* Maintaining the cleanliness of the assigned section.
* Arranged the products in proper merchandizing to be highlighted to the customers.
* Responsible in monitoring products on the display.
* Increase the sales by citing suggestions and ensures customers satisfaction.

**Company: CHINA BANK**

 **Recto, Manila**

 **October 2002 to January 2003**

**Designation: SALES OFFICER (Personal Loan)**

 **Job Description:**

* Visiting Company to build up relationship.
* Responsible for the account opening of my customers.
* Extending our bank services through credit cards and personal loans to our eligible customers.

**Company: FRONT CARGO FORWARDERS, INC.**

 **Quezon City, Philippines**

 **April 2001 to September 2002**

**Designation: BILLING CLERK / ACCOUNTANT**

 **Job Description:**

* Serves as an Accountant / Billing clerk.
* Encode and compute client’s billings.
* Conduct Audit of all the branches of the company.
* Encode daily records such as employment record and client’s record.
* Ensures that all computations and figures are precise or accurate.

**Company: MIKADO JAPANESE RESTAURANT**

 **Cebu City, Philippines**

 **May 1999 to March 2001**

**Designation: Food Attendant/ Cashier**

 **Job Description:**

* Assisting the customer by letting them fully aware of the products.
* Ensuring customer’s satisfaction with the product.
* Constant interaction with the sales staff and their training.
* Preparing Accounts Payables and Receivables.
* Preparing Daily Cash reports.
* Giving further feedback to the complaints.

**Company: ASIA STAR HOTEL**

 **Tacloban City, Philippines**

 **June 1998 to May 1999**

**Designation: Receptionist/Room Attendant**

 **Job Description:**

* answering visitor inquiries about a company and its products or services
* sorting mail, answering incoming calls on multi-line telephones or a switchboard
* setting appointments, filing, records keeping
* keyboarding/data entry and performing a variety of other office tasks, such as faxing
* Visiting the Guest Room for cleaning
* Check the log book for the remaining guest room for cleaning

**SPECIAL SKILLS:**

* MS Office Application
* Ensure tasks are completed correctly on time.
* Willing to try new things and am interested in improving efficiency on assigned tasks.

**EDUCATIONAL ATTAINMENT:**

**Tertiary:**

 **LEYTE NORMAL UNIVERSITY**

 **Bachelor of Science in Hotel and Restaurant Management**

* Tacloban City, Leyte

**Date Graduated : March 1998**

**Secondary:**

 **LEYTE NATIONAL HIGH SCHOOL**

* Tacloban City,Leyte

**Date Graduated: March 1994**

**PERSONAL DATA:**

Date of Birth : November 01, 1977

 Place of Birth : Tacloban City, Philippines

 Age : 38

 Sex : Female

 Civil Status : Single

 Height : 5’2”

 Weight : 100 lbs

 Nationality : Filipino