 **FEBE**

[**FEBE.357119@2freemail.com**](mailto:FEBE.357119@2freemail.com)

**POSITION APPLIED: RECEPTIONIST/ OFFICE ASSISTANCE /SALES**

**CAREER OBJECTIVE**

* Reliable worker with the ability to learn new concepts and skills quickly.
* Enhance my adeptness in different areas of job related task.
* Looking for opportunities where I am placed offer my best skills.
* Performance where by career growth.
* Action that would contribute to the Company Success.

**QUALIFICATION**

* Able and willing to assist coworkers, supervisors and clients in a cooperative manner.
* Committed to providing total quality work
* Dependable employee with common sense and a variety of skills
* Work well under pressure to meet deadlines
* Can work under minimal supervision and always seeks continuous career improvement. An effective team  
  player but can work alone also.
* Organized, Flexible, Honest, Hardworking, Adaptable, keep on details.
* Friendly and Cheerful, well presented person with clear speech and excellent telephone etiquette. can work  
  under pressure.
* Fluent in English and Basic Arabic.

**SKILLS**

* . Telephone & Front Desk Reception
* . Customer Service Filing
* . Data Base & Record Management
* . Executive & Administrative Support
* . Report & Spread Sheet
* Computer Literate in Microsoft such as Word and Excel

**WORK EXPERIENCE:**

**ARMED FORCES OFFICERS CLUB& HOTEL**

**P.O. Box: 6382, Abu Dhabi – U.A.E**

**GYM RECEPTIONIST at ETIHAD AIRWAYS**

**2012 to present**

I work from this company until now with good record and performance as well positive and solemnly nice communication from their client & guest, with respect and good moral character. How to handle some cases and make customer feel comfortable, and have a control in anger and being approachable with them.

In addition to this I adapt some knowledge and skills. And for being initiative and understanding in all cases that we encounter everyday at work.

**DUTY AND RESPONSIBILITY**

* Assist the customer with the smile and respect
* Providing good service to customer
* Provide service with smile to guest/customer a good impression
* To create a good image for the company.

**AL AMER TRADING BEAUTY AND SALOON SUPPLY  
Hamdan Center, Abu Dhabi – UAE**

**SALES REPRESENTATIVE  
2007 to 2012**  
**DUTY AND RESPONSIBILITY**

* .Completed financial transaction, sale and returns.
* .Developed Competence for high responsibility such as product/price verification.
* Cashier

**8 YEARS HOUSEMAID:**

**. Gulf country**

**EDUCATION ATTAINMENT:**

**College** : University of Mindanao

**Course** : Bachelor of Science in Commerce

Major in Management

**Year** : 1980 – 1983 (Undergraduate)

**Secondary :** University of Southerm Mindanao

**Address :** Kabacan Nort Cotabato

**Year :** 1976-1980

**PERSONAL INFORMATION:**

Nationality : Filipino

Status Single

Visa Status : Transferrable

Religion : Islam(converted)

Language : English,Arabic,Tagalog,Visaya

Current Location : Abu Dhabi

I hereby sign that all the details and information written herein are true and correct.