**First Name of Application CV No 218190**

Whatsapp Mobile: +971504753686



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Dear Sir/Madam,

I am writing to inquire if you have any vacancies in your company. I enclose my CV for your reference.

I had extensive experience in office environments and other office related jobs which gave me various skills and ability to work with different types of people.

I have experience in Finance, Customer Service, Production Operator, Liaison Officer and with my real profession as a Nurse back in my country.

I am a conscientious person who works hard and pays attention to detail. I am flexible, quick to pick up new skills and eager to learn new things that will help me for my career growth. I also have lots of ideas and enthusiasm. I am keen to work for a company with a great reputation and high profile.

Please peruse my attached resume which outlines my educational and career history in more detail. I would be more than pleased to furnish you with any additional information, which also require and look forward to the opportunity of a personal interview in the near future.

Looking forward for a position with your respective company.

Kind Regards,

**OBJECTIVES:**

* To acquire a challenging career with a solid company utilizing the opportunity to offer proven and developing skills within the company.
* To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service
* To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts value on people and the products they are promoting. Honest and ethical, I am looking to call this company my family.

**WORK EXPERIENCE:**

Minerva General Trading LLC

Dubai, UAE

February 11, 2015 up to present

Office Clerks General

* Greeting clients in a friendly manner.
* Answering incoming calls and emails.
* Doing clerical tasks.
* Doing payroll and other office works using mainly (Microsoft Word).

TELUS INTERNATIONAL PHILIPPINES

Quezon City, Philippines

***Dell Financial Services – Dell Preferred Account***

January 10, 2013 – January 2, 2015

Customer Service Representative

* Answering incoming calls.
* Logging information onto computer systems.
* Providing customers financial options and advice.
* Maintaining a thorough understanding of all company products and processes.
* Sending out statement copies via mail, fax or email.
* Assisting customers to navigate our website.

SITEL PHILIPPINES

Mandaluyong City, Philippines

***The Wall Street Journal***

October 2011 – December 2012

Customer Service Representative

* Answering customer questions regarding products.
* Encouraging customers to buy products and services.
* Meeting and greeting customers in a friendly and timely manner.
* Resending copies of the journal for non-receipts.
* Handle billing and payments.
* Providing excellent customer service.

TOSHIBA EQUIPMENT PHILIPPINES

Sta. Rosa, Laguna

July 2010 – December 2010

Production Operator

* Inspect finished item before it will be submitted to Quality Control.
* Make sure that all items are in good condition.
* Maintain cleanliness within the area for quality assurance.
* Establishing friendly and positive attitude among the Japanese clients.

REGION 1 MEDICAL CENTER

Dagupan City, Philippines

March 2009 – September 2009

Volunteer Nurse

PRUDENTIALIFE PLANS INC.

Baguio City, Philippines

January – July 2008

Liaison Officer

SACRED HEART HOSPITAL

Lingayen, Pangasinan, Philippines

August – November 2007

Staff Nurse

**EDUCATIONAL BACKGOUND:**

POST GRADUATE COURSE: ROBETECH INSTITUTE PANGASINAN, INC.

Caregiving Course NC II

 Dagupan City, Philippines

 November 3, 2008 – May 22, 2009

COLLEGE: UNIVERSITY OF PANGASINAN

 Dagupan City, Philippines

 June 2003 – March 2007

SECONDARY: FRANCISCO Q. DUQUE MEDICAL FOUNDATION

 SPECIAL SCIENCE HIGH SCHOOL

 Dagupan City, Philippines

 June 1999 – March 2003

PRIMARY: CHILDREN’S WORLD SPECIAL SCHOOL

 Binmaley, Pangasinan, Philippines

 March 1999 Class Salutatorian

**KEY SKILLS AND COMPETENCIES:**

* Can tactfully manage difficult or emotional customers.
* Listening patiently to and empathizing with customers.
* Good administrative and communication skills.
* Managing multiple customers simultaneously.
* Confident when dealing with people face to face.
* Maintaining customer database files.
* Knowledge in business principles and work ethics.
* Willing to work additional hours if required.
* Available for weekends and evening work.
* Flexible according to assigned work requirements.
* Committed to deadlines and schedules.

**TRAINING COURSES AND SEMINARS**

Dec. 10, 2009**Divine World Academy Gym** Modern Approach on Cancer Prevention and How

 *Perez Blvd. Dagupan City* To Stay Young and Beautiful

Nov. 23-27, 2009 **Robetech Institute Inc.** EMERGENCY MEDICAL SERVICE

 *Dagupan City*

Oct. 5-Nov.5. 2009 **Region 1 Medical Center**Caregiving Training

*Arellano St., Dagupan City*

 Nov 9-25, 2009 **KALINGA NG AMA SHELTER**Caregiving Training

*BonuanGueset, Dagupan City*

May 19-21, 2008 **Region 1 Medical Center** Intravenous Therapy Training

 *Arellano St. Dagupan City*

 March 12, 2007 **Dagupan City People’s Astrodome**Peritoneal Dialysis and

 *Tapuac Dist., Dagupan City*Hemodialysis/Urologic Disorder

**PERSONAL INFORMATION:**

Civil Status: Single

Height: 5’2”

Age: 29 years old

Date of Birth: November 21, 1985