**ABE**

**ABE.363813@2freemail.com**

**CAREER OBJECTIVE**

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**To obtain a challenging and professional position in a quality standard of Hospital, Hotel and Restaurant Management where my resourceful experiences and productive skills will make a significant contribution, and aid to a big impact and success of the company**.

**WORK EXPERIENCES**

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**APPROVAL CLERK**

**AUGUST 10, 2014 – OCTOBER 15, 2016**

**AL MOUWASAT HOSPITAL![C:\Users\USER\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZY64CTZW\5_stars.svg[1].png]()**

**P.O Box 7380 AL-MADINAH, AL-MANUWARA, KINGDOM OF SAUDI ARABIA**

**DUTIES & RESPONSIBILITIES**

* Inputting of all insurance policies definition of contract in H.I.S (CSC) system.
* Created new discount, updated all discount, updated difference classes for difference and package deal definition, inputting special prices of every insurance in the H.I.S (CSC) system.
* Renew and cancellation the insurance in H.I.S (CSC) system.
* Checking the eligibility of companies of the patient thru online.
* Correcting the wrong attachment of insurance companies of receptionist in the file of the patient in H.I.S (CSC) system.
* Sending pre approval of the patient thru online and approval department in H.I.S (CSC) system.
* Manage of all related works of insurance and pre approval department in the H.I.S (CSC) system.
* Can work well with other members of the team.

**ROOM ATTENDANT**

**JUNE 01, 2011 – MAY 31, 2013**

**CROWNE PLAZA HOTELS & RESORTS ![C:\Users\USER\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZY64CTZW\5_stars.svg[1].png]()**

**AL KHOBAR, KINGDOM OF SAUDI ARABIA**

**DUTIES & RESPONSIBILITIES**

* Maintained regular services to our valued guests such as cleaning up the bedrooms based on the assigned section/floor with the required standard at all times.
* Replaced and replenished all guests’ supplies and toiletries at each room and bathroom.
* Stripped and fixed the beds as per the quality standard following the trained procedure at all times.
* Vacuumed the bedrooms, bathrooms, stairs, corridors and lift. Checked the vacuum cleaner regularly and changed dust bag when necessary.
* Dusted and polished all hard surfaces with a quality sheet using appropriate cleaning chemicals.
* Ensured that my service section is clean and well stocked at all times.

**HOUSEKEEPER**

**FEBRUARY 22, 2007 – FEBRUARY 22, 2009**

**ARQA, PALACE , RIYADH K.S.A![C:\Users\USER\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZY64CTZW\5_stars.svg[1].png]()**

**SAUDI BIN LADIN GROUP OF COMPANIES**

**ARQA, PALACE, RIYADH, KINGDOM OF SAUDI ARABIA**

**DUTIES & RESPONSIBILITIES**

* Cleaned up rooms, lounges, lobbies, bathrooms and hallways.
* Vacuumed and washed carpets and rugs.
* Emptied wastepaper baskets and ashtrays.
* Dusted and polished wooden surfaces and furniture at all times.
* Replenished bathroom and mini bar supplies.

 **SCHOOL CLERK**

**OCTOBER 01, 1999 – DECEMBER 31, 2006**

**GALA VOCATIONAL SCHOOL![C:\Users\USER\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ZY64CTZW\5_stars.svg[1].png]()**

**GAMAY NORTHERN SAMAR, PHILIPPINES**

**DUTIES & RESPONSIBILITIES**

* Received and released memorandums.
* Encoded and typed students’ official information.
* Maintained a students’ database.
* Maintained proper filing system of documents for easy retrieval.
* Performed other office routines.

**WORK ATTITUDE**

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* **Excellent in following instructions from superiors and/or management**
* **Proficient in providing high standard of services to the guests/clients**
* **Good interpersonal relations**
* **Responsible, punctual**
* **Strong, self-driven to success**
* **Flexible / Honest**
* **Hardworking**
* **Knowledgeable**

EDUCATIONAL BACKGROUND

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

 **Leyte Normal University**

 **Tacloban City, Philippines**

 **1995 -1999**

PERSONAL INFORMATION

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**NATIONALITY : Filipino**

**DATE OF BIRTH : December 24, 1978**

**GENDER : Male**

**HEIGHT : 5’6**

**LANGUAGES SPOKEN : English, Filipino and basic Arabic**

**REFERENCE IS AVAILABLE UPON REQUEST**

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