HANNAH

Hannah.367893@2freemail.com



A person full of zest and vitality. Self motivated individual with confidence and commitment.

A lady of indescribable friendly attitude, service-oriented, hardworking and trustworthy.

**OBJECTIVE:**

A promising career where I can practice my acquired skills and knowledge learned.

**AVAILABILITY:**

I can work immediately.

**PERSONAL INFORMATION:**

Date of Birth: **March 24,1989** Civil Status: **Single** Height: **152 cm.**

Father: **Cesar Tompo Billano** Religion: **Christian** Weight: **50 kg.**

Nationality: **Filipino** Age: **28 yrs. Old**

**EDUCATIONAL ATTAINMENT:**

**College**  : **Colegio de Kidapawan**

Bachelor of Science in Nursing

(2005 - 2009)

Quezon Boulevard, Kidapawan City, Philippines

**Secondary** : **Notre Dame of Makilala Inc.**

(2001 - 2005)

Poblacion, Makilala, North Cotabato, Philippines

**Elementary** : **Dadiangas West Central Elementary School**

(1995 - 2001)

Magsaysay Avenue, General Santos City, Philippines

**SKILLS:**

I am fluent in speaking English and Filipino language. I can speak basic Arabic language and comprehend simple sentences. I am a computer literate proficiency in Microsoft Word, Excel, PowerPoint and Publisher. My other skills include video editing, letter cutting, encoding and paper printing and publishing.

**SEMINARs and TRAININGs attended:**

**Budgeting Module Training**

9 September, 2013

MAF Head Office, Shindagha, Bur Dubai,

Dubai, United Arab Emirates

**Emergency Medical Technician-Basic Course**

April 2012-July 2012

Philippine Red Cross - Davao City Chapter

Manuel Roxas Avenue, Davao City, Philippines

**First Aid Enhancement for Emergency Responders**

19-21 April, 2012

Philippine Red Cross - Davao City Chapter

Manuel Roxas Avenue, Davao City, Philippines

**Early Childhood Education**

14-16 April, 2011

Diliman, Quezon City, Metro Manila, Philippines

**Instructors’ Training Course**

First Aid & Basic Life Support/CPR

8-14 November, 2010

Philippine Red Cross - Davao City Chapter

Manuel Roxas Avenue, Davao City, Philippines

**Standard First Aid Training**

6-10 October, 2010 (updated year 2012)

Philippine Red Cross - Davao City Chapter

Manuel Roxas Avenue, Davao City, Philippines

**WORK EXPERIENCE:**

Aamal Investment Holding FZ-LLC

Tasheel Building, Ras Al Khaimah, UAE

**Secretary/Accounts Clerk**

July 2014- Septermber 2016

Majid Al Futtaim- Carrefour LLC

Fujairah City Centre/Fujairah Century Mall/

RAK Safeer Mall, Ras Al Khaimah, UAE

**HR & Admin Coordinator**

March 2013 – July 2014

English Learning Center Inc.(Chosun Deli English)

Madrigal Business Park, Muntinlupa City, Phil.

**English Tutor/ Department Head**

December 2012 – February 2013

Agape Partners Academy of Mati, Inc.

Multi-sectoral Drive, Block 13, Phase 7, Mati, Davao Oriental, Phil.

**School Nurse/ Preschool Teacher**

May 2011 - May 2012

Philippine Red Cross – Davao City Chapter

Manuel Roxas Avenue, Davao City, Phil.

**Volunteer Instructor of Basic Life Support,**

**Emergency Medical Techincian-Basic**

November 2010 – March 2013

Philippine Red Cross- Davao City Chapter

Manuel Roxas Avenue, Davao City, Phil.

**Safety Services Executive Assistant**

December 2010 – May 2011

Six Eleven Global Services & Solutions

2nd Floor Tumble Tots Bldg.,Davao City, Phil.

**Customer Service Representative**

December 2009 - January 2010

Makilala Municipal Hall

Makilala, North Cotabato, Phil.

**Clerk (Summer Job)**

April 2006 - May 2006