|  |  |
| --- | --- |
| **Highlights of Qualifications:****\*Can work under pressure and minimal supervision.****\*Has deep regards to responsibility and has capability to deliver high quality work.****\* Has perseverance and determination**  **To accomplish task.****\*Computer Literate; Knowledge in windows XP application and data encoder.****Languages Known :** **English**  **Filipino/Tagalog** |  *amna psp****JENNIFER******JENNIFER.368035@2freemail.com*****Career Objective;****Seeking a position as where I can apply my required knowledge within a progressive environment where I can utilize and expand my experience that would contribute quality and quantity output in accordance to company’s standard & Objectives.****Academic Background;****College ; Bachelor of Science in Nursing** **Delos Santos- STI College of Health Profession Inc.**  **201, E Rodrigues Boulevard, Espana Extention,** **Quezon City**  **Philippines**  **2004-2006** **Manila Central University** **Nursing Student**  **Philippines** **2002-2004** **Secondary Level: Colegio De San Pascual Baylon**  **Philippines** **1997-2001****Primary Level: Pio Valenzuela Elementary School**  **Philippines** **1991-1997** |

**Experience Summary;**

1. **Name of Employer : Union Cooperative Society (UCS)**

**Address : Dubai UAE**

**Position : Cash Desk Clerk**

**Inclusive Date :March 2008- up to present**

***Job Description:***

* **Provide good customer service required.**
* **To performed basic procedure required by the supervisors, & superiors**
* **To ensure quality work for immediate evaluation.**
* **Responsible for the Daily sales report, and cash registry.**
* **Strong determination to encourage customer**
* **Assist and attend the queries and concerns of customers.**
* ***Sky International cargo company***
* ***Working as a receptionist and data encoder***
* ***Binondo Manila Philippines***
* ***Starting October until February 2008***
* ***Community health Nurse (volunteer)***
* ***Palasan Valenzuela City Philippines***
* ***Starting June until august 2008***
* **Working as a volunteer nurse**

**Training & Seminar Attended;**

1. **September 21, 2011 : International Customer Service**

**Address : Dubai Public Library**

1. **April 19, 2010 : Code of Conduct**

**Address : Sunapor Training Center**

**. Personal Assessment;**

**Diversely experienced, Hardworking and energetic, flexible and adapt easily to change of environment and work schedule, Personable with a positive attitude, interface well with patient.**

**I certify that the above information is true and correct to the best of my knowledge and ability.**