**CAREER OBJECTIVE:**

 To seek a challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements. And to give my best in my professional pursuit for overall benefit and growth of the company that I serve by facing the challenges. I will show my caliber and gain some experience.

**SUMMARY OF QUALIFICATIONS:**

Experiences in Administrative duties such as scheduled meetings, handled travels and bookings. Computer literate include Microsoft Excel, Access, Word and Power point. Excellent in problem solving and communication skills.

**WORK EXPERIENCE:**

**VLCC INTERNATIONAL LLC (SHEIK ZAYED DUBAI)**

**Position: Personal Assistant/Receptionist
Company Industry: Beauty and Wellness**

**Start Date: September 2011 Finish Date: October 31, 2015**

**DUTIES AND RESPONSIBILITIES:**

* Personal Assistant of the founder and mentor of the company, as well as to the CEO.
* Travel with them if its needed
* Provide administrative support and personal needs of the owner.
* Managing the finance in their house such as: food, toiletries, medicines and even the staff personal things.
* Manage simultaneous job and works.
* Update the daily happening in the office and house as well.
* Handled their travels and bookings.

Age: 34 years old

Bday: June 1,1981

Nationality: Filipino

Gender: Female

**QUALIFICATIONS:**

* LICENSED CAREGIVER
* Best Employee of the

Year 2010 SHIRO

* Easily adopt environment
* Can manage various task
* Can work under pressure
* Computer skills in

 Microsoft word, excel

Access and PowerPoint

* Fluent in English,

 , Japanese & Tagalog

**EDUCATION:**

ST.AUGUSTINE COLLEGE OF NURSING (LAGRO BRANCH**)**

•June 2008 to April 2009

•Professional Caregiver

•TESDA passer

**UNIVERSITY OF THE EAST**

(CALOOCAN CAMPUS)

•Bachelor of Arts and Sciences

•Major in Mass Communication

**SHIRO RESTAURANT AND BAR (NEW DELHI INDIA)**

**Position: Supervisor Receptionist Company Industry: Hotelier**

**Start Date: June 18, 2010**

**Finish Date: September 19, 2011**

**DUTIES AND RESPONSIBILITIES:**

* Japanese Front desk Supervisor
* Offered outstanding executive level support to the management.
* First point of customer contact in person and via telephone queries.
* Report the daily bookings to the manager.

**HEALTHCARE DEVELOPMENT GERMAN HOSPITAL (PHILIPPINES)**

**Position: Professional Caregiver**

**Company Industry: Hospital**

**Start Date: Served as my OJT**

**PUB FRONTIER (CHIBA JAPAN)**

**Position: Entertainer**

**Company Industry: Bar & Resto**

**Start Date: Nov. 2004**

**Finish Date: May 2005**