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| |  |  | | --- | --- | | **Irene**  [**Irene.326690@2freemail.com**](mailto:Irene.326690@2freemail.com)  **Current Location:** Qatar  **Availability:** I can start for work as soon as possible. |  |  |  |  | | --- | --- | | **PERSONAL DATA** | | | Age: | 37 | | Date of Birth: | Nov 25, 1978 | | Gender: | Female | | Civil Status: | Married | | Height: | 149.9 cm | | Weight: | 45.45 kg | | Nationality: | Filipino | | Religion: | Iglesia Ni Cristo | |  |  |  |  |  |  | | --- | --- | --- | | **WORK EXPERIENCE** | | | | **I have been working for 14.10 year(s).** | | | | 1. | Position: | **Support Staff** | | Duration: | June 2015 - PRESENT | | Company: | Marsa Malaz Kempinski, Nozomi Restaurant / Universal Services & Maintenance (Sponsor) | | Industry: | Human Resources / Manpower & Recruitment | | Location | The Pearl Doha Qatar | | | Job Description: | * Prepare all back of house for the service making sure that all Hygiene regulation is respected * Helping the waiter/waitresses to set up the restaurant * In charge of the cleaning of the front of house & the back of house as per the cleaning rota * Using the right equipment in the correct manner for the task providing control over the variable cost (linen, cleaning product, maintenance of the material, cutlery, crockery and any other equipment used) * Part of the welcoming process will be able to take any customer to a designated table or managing the cloakroom if required * Assist the waiters/waitresses and support the senior waiter during the service and link between the kitchen and management * Assist and support the waiters/waitresses by bringing dishes to station, serving dishes to the customers and clearing * Making sure that all the equipment used for the services are cleaned and switched off if needed * Assist and support for the reset of restaurant for early morning service * Making sure that the restaurant is cleaned following the cleaning rota * Report to duty manager that all work in done and approved by him or her | | 2. | Position: | **Assistant Teacher** | | Duration: | Dec 2014 - Jun 2015 (0.5 yrs) | | Company: | International Lebanese School / Universal Services & Maintenance (Sponsor) | | Industry: | Human Resources / Manpower & Recruitment | | Location | Doha Qatar | | | Job Description: | * Assist the lead teacher in imparting classroom instruction based on predefined curriculum * Maintain a safe and well organized classroom environment for children * Ensure that the classroom is aesthetically attractive so that students enjoy their surroundings while learning lessons * Provide support to the lead teacher in planning lessons and daily activities based on the principles of child development * Ensure development of positive relationships with children with a view to promote self esteemed and self discipline * Observe each child to assess skills, interests and needs and use this information to facilitate individual learning and growth * Assist children in embarking and disembarking from school buses and lead them to their classrooms * Provide children with support during lunchtime and ensure that their nutritional needs are fulfilled * Change diapers and help children in cleaning themselves * Oversee children to make sure that they are safe during outdoor activities * Record attendance and ensure that attendance data is entered into the school database | | 3. | Position: | **Administrative Cum Payroll Officer** | | Duration: | Oct 2009 - Feb 2014 (4.3 yrs) | | Company: | Victa Construction Marketing & General Services | | Industry: | Retail / Merchandise | | Location | Rabago Subd. Iligan City, Philippines | | Department: | Accounting | | Job Description: | * Executing all policies and procedures pertaining to payroll administration and processing * Processing weekly and hourly payroll to ensure timely and accurate payment for all the employees * Verifying time reports, update, compute and maintain up-to-date accrual and payroll records * Supervising accurate data records, ensuring audit compliance, reconciliation of payroll figures with the finance department and providing staff guidance & procedures related to payroll and ensuring HR services provided are as per agreed service levels * Calculation of hours worked by examination of time cards, time sheets or electronic device * Prepare deductions for authorized and mandatory deductions, prepare & control of petty cash expenses, data on hires, terminations, wage adjustment, and process final settlement of separated staff * Interfacing with staff administration teams to verify employee funding, appointment actions, appointment durations plus resolve salary and pay discrepancies * Maintain employment records, employees leave records, leave calculation, Leave rules and individually handle HR related queries * Receiving, auditing and inventory of stocks, Records, generates report and submit to the manager * Mail outgoing letters, open & screen incoming mails re-routing to individual concerned, answering telephone calls, prepare meeting agenda and generate the minutes of meeting, receive orders, complaints and refers them to the manager * Performs other duties that may be required by the position | | 4. | Position: | **Nurse Aide cum Receptionist** | | Duration: | Sep 2006 - Sep 2008 (2 yrs) | | Company: | Dubai Creek Golf & Yacht Club | | Industry: | Food & Beverage / Catering / Restaurant | | Location | P.O Box 24040, Diera Dubai, United Arab Emirates | | Department: | Human Resources Management | | Job Description: | * Registering patients for examinations. * Filing and keeping of patient reports * Sorts and files loose paperwork and maintain proper order of patient’s record. * Counting the number of patient’s and makes a weekly report. * Daily listing of names of all the patients having appointment to clinics. * Attending to the general needs of the patients. * Checking the vital of signs of the patient and informing the head nurse. * Calling and answering phone calls and relay messages to concern persons. * Provides support to office personnel * To provide a receptionist service and preparing office things needed. * Responsible for Faxing, Printing, Photocopying and maintaining the business center. * Maintain good relations and offer the best service for the staff. * Perform other task that may assign from time to time. | | 5. | Position: | **Nursing Assistant Cum Telemarketing** | | Duration: | Jan 2006 - Jun 2006 (0.4 yrs) | | Company: | Digital Poly Clinic | | Industry: | HealthCare / Medical | | Location | Dubai, United Arab Emirates | | Department: | Clinic | | Job Description: | * Monitors patients regularly. Conduct bedside nursing care. * Introduce the Clinic to another company * Performs bed sponging and assist in giving bath * For the patients conduct health teaching. Ensure safety and cleanliness in the ward * Turns patients bed every (2) hour to prevent pressure care. * Prepare and assist nurses and doctor in dressing, urinary catheterization and blood culture procedures. * Provides pre and operative care to surgical patients. * Assist staff nurses in routine admission and orientation for the newly care patient. * Prepare and serves feeds and other nourishment to patients. * Assisting patients in general hygiene including incontinent and ambulation care. * Take weight, height, vital sign and blood pressure. | | 6. | Position: | **Nursing Assistant** | | Duration: | Nov 2001 - Jan 2005 (3.2 yrs) | | Company: | Al Quassimi Hospital / Al Mansour Labor Supply ( Sponsor ) | | Industry: | HealthCare / Medical | | Location | Sharjah, United Arab Emirates | | Department: | NICU | | Job Description: | * Assisting the Doctor and Nurses need preparing all paraphernalia for the admission. * Receiving all requesting instrument medicines order for the NICU WARDS. * Attending the needs of the patients. * Preparing the patients for operation / X-rays and Scan. * Checking the vital of signs of the patients. * Assisting nurses in tending patients. * Responsible for getting the laboratory analysis results and patient files. * Responsible for bed making, bed bath and lifting patients. * Performs other duties that may be required by the position. |  |  |  |  | | --- | --- | --- | | **EDUCATION** | | | |  | **Highest Education** | **Second Highest Education** | | Education Level: | Bachelor's / College Degree | Vocational Diploma / Short Course Certificate | | Education Field: | Business Studies/Administration/Management | Computer Science/Information technology | | Course: | Management | Computer Literacy Program in MS Office | | School/University: | Mindanao State University | Dubai Enhance Computer Institute | | Location: | Marawi / Iligan | Diera Dubai, United Arab Emirates | | Date: | Jun 1996 - Oct 2001 | Mar 2006 - Sep 2006 |  |  |  |  |  | | --- | --- | --- | --- | | **LICENSES/CERTIFICATIONS** | | | | |  | **License/ Certification** | **License/  Certification No.** | **Date** | | 1. | Dubai Creek Golf & Yacht Club Dubai, UAE | Nurse Aid | Sep 10, 2007 | | 2. | Al Quassimi Hospital Sharjah, UAE | AQH/NO/06 | May 3, 2006 | | 3. | First Aid For Appointed Person National Rescue Standard Dubai, UAE |  | Dec 8, 2001 |  |  |  |  |  | | --- | --- | --- | --- | | **SKILLS** | | | | |  | **Skill** | **Level of Proficiency** | **Remarks** | | 1 | Nurse Aide |  | With the couples of years experienced and exposure in working atmosphere, I have achieved the desired result, this gives me enough Confidence in taking challenging task and to grow up with an organization. Further I wish to state that I was adequately aggressive in the past and I will maintain the same confidence in whichever organization that I should join in the future. | | 2 | Computer Literate |  | ♣ Proficient in Microsoft Office Applications especially MS Window, Work, Excel and Power point | | 3 | Payroll Officer |  | ♣HR skills handling Leaves, Payroll, Attendance, through time machine ♣ Self motivate, energetic and hard working. ϖ Positive thinker |  |  |  | | --- | --- | | **TRAININGS/SEMINARS** | | | **Date** | **Topic/Course Title** | | Dec 8, 2007- Dec 8, 2010 | First Aid For Appointed Person / National Rescue Standard First Security Group Health & Safety Division Dubai World Trade Centre P.O Box 9677 Dubai, U.A.E Phone # +9714 282 6470 Fax # +9714 286 5125 Email: hs@firstsg.com Website: www.firstsg.com | | Mar 4, 2001- Mar 4, 2001 | Executive Etiquette Seminar Mrs. Marlene Hofer Tamano Seminar Coordinator Summit Inn, Mindanao State University, Marawi City, Philippines | | Feb 16, 2001- Feb 16, 2001 | Seminar on Taxation, Land Reform and Cooperatives Corazon M. Mangelen Chairman / Prof. Perla M. Calunod, Ph. D. Mindanao State University Academic Complex, Marawi City, Philippines | | Feb 2, 2001- Feb 3, 2001 | JPCM-SIFE Philippines National Management Congress and Exposition Prof. Robert F. Galindez National Executive Director JPCM-SIFE Philippines Dumaguete City, Philippines |  |  |  |  |  | | --- | --- | --- | --- | | **LANGUAGES SPOKEN** | | | | |  | **Language** | **Proficiency Level** (5=Excellent; 1=Poor) |  | | 1. | English | 5 |  | | 2. | Tagalog | 5 |  | | 3. | Arabic | 3 |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **AVAILABLE DOCUMENTS** | | | | | | **Passport** | | | | | |  |  |  | Expiry Date: | Jun 14, 2016 | | Place of Issue: | DFA Cagayan de Oro City, Philippines |  | Date of Issue: | Jun 13, 2011 |  |  |  | | --- | --- | |  | | |  |  | |  |  | | |
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