

# **NORMIA C. PAWAKIL**

House #2 Villa 122, 9<sup>th</sup> St. Al-Jahili, Al-Ain UAE

Mobile No. +971503277634

normiapawakil@gmail.com

---

## **CAREER OBJECTIVES**

I am looking to pursue a position where I can put my skills to good service. I have organizational skills, a strong educational background and ability to deal with others, all of which enable to advance both socially and professionally.

## **EDUCATIONAL BACKGROUND**

### **TERTIARY LEVEL**

Assumption College of Davao  
J.P. Cabaguio Avenue, Agdao Davao City  
Bachelor of Science in Business Administration Major in  
Human Resource Development Management  
S.Y. 2018-2022

### **SECONDARY LEVEL**

Junior High and Senior High  
Pablo Lorenzo National High School  
TVL- Technical Vocational Livelihood Track  
Bread and Pastry Production/Cookery/FBS  
Mandug Davao City  
S.Y. 2012-2018

### **ELEMENTARY LEVEL**

Pilar P. Rodriguez Elementary School  
Km. 9 Barangay Tigatto Davao City  
S.Y. 2006-2012

## **WORK HISTORY**

### **Prestige Homes & Realty Development Corp.**

Processing Staff

August 2022 to October 2023

- To ensure the efficient and compliant processing of loan and mortgage applications for real estate transactions.
- Verifying the completeness and accuracy of application documents.
- Conducting due diligence on applicants, and maintaining clear communication with clients, real estate agents, and lenders.
- Regulate standards, assist with the closing process, and maintaining meticulous records of all transactions.
- Answers phone calls and schedule meeting with clients.

## **Mc Donald's – Uyanguren Branch**

Working Student-Service Crew/Cashier

June to October 2018

- Greeting customers with a warm and friendly demeanor as they enter the establishment.
- Assisting customers in placing their orders accurately and efficiently.
- Operating cash registers and handling financial transactions, including processing payments and providing change.
- Preparing and packaging orders with attention to detail and adherence to food safety standards.
- Maintaining a clean and organized dining area, including clearing tables and cleaning up spills.
- Upholding the company's standards of hygiene and cleanliness throughout the restaurant.

## **SKILLS**

- Good in Leadership
- Creativity and Problem Solving
- Attention to Detail
- Adaptability
- Interpersonal Skills
- Computer Literacy
- Strong Communication

## **CHARACTER REFERENCES**

### **JENALYN TANDI**

Laborer Supervisor

Liwa International School Falaj Hazaa

+971509366022

### **JANILA GANDARUZA**

Executive Secretary

Arabian Specialist Medical Center

+971502732948