



DANICA MARIE S.PALASIGUE

Al Ain Abu Dhabi Uae

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CAREER OBJECTIVE:

To secure a position with a well-established company that I can apply my skills and maximize my capabilities and knowledge.

WORKING EXPERIENCE

SPECIALIZED MEDICAL CARE HOSPITAL

MAIN CASHIER

LABORATORY RECEPTIONIST (2021-2023)

Duties and Responsibilities:

- Registering patient into the system/ concept for the laboratory test requested by the Doctor.
- Collecting payments from the patient into the concept
- Saving test results of the patients from outside laboratory on the system
- Answering calls from patients inquiring for any laboratory test or inquiries on the Laboratory
- Sending test results of patients through email

Demar Property Management Abu Dhabi : Receptionist Secretary-Property Coordinator
(2019-2021)

Duties and Responsibilities:

- Sending morning report to the CEO
- Answering phone calls and redirect them when necessary
- Preparing Correspondence and memos
- File and update contact information of employees and Tenants
- Following Up with the inquiries and concerns of out tenants and Inquiries

- Updating Property Finder
- Preparing and collating reports
- Arranging appointments for Clients and Tenants Concerns
- Sending Report after work

City Plaza Real Estate Company-Abu Dhabi : Secretary/Property Coordinator
(2017-2019)

Duties and responsibilities:

- Create Documents such as representation contracts,purchase agreement
- Managed listings,thru property Finder,Bayut and company Website
- Answering and dealing with Clients
- Answering phone calls and redirect them when necessary
- Preparing Correspondence and memos
- File and update contact information of employees and Tenants
- Following Up with the inquiries and concerns of out tenants and Inquiries

PERSONAL INFORMATION

Date of Birth: July 29,1985

Place of Birth: San Jose Mayantoc,Tarlac Philippines

Gender: Female

Religion : Catholic

Civil Status : Married

Citizenship : Filipino

Language : English,Tagalog

EDUCATIONAL BACKGROUND

Tertiary: AMA Computer College Tarlac City- Bachelor of Computer Science

High School: Tarlac College of Agriculture,Laboratory High School-Tarlac City

Elementary: San Jose Elementary School –Mayantoc Tarlac

I hereby certify that the above information is true and correct to the best of my knowledge and belief

Danica Marie S Palasigue