

KARLA MAE GUERRERO

Address.: Al Raha Hospital Bldg.
Electra St. Abu Dhabi, United Arab Emirates
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Career Summary and Objectives:

Knowledgeable in MS Office with 7 years of experience in Philippines and UAE. Professional person taking full responsibility of all duties and willing to undergo training. Efficient and effective employee, able to handle stress and can work with minimum supervision.

Work Experience:

Company : Abu Dhabi National Hotels (ADNH)
Job Title : Office Girl
Location : General Women's Union
Date : March 2017 to June 2020 (3 years and 3 months)

Responsibilities:

- Organizing and maintaining electronic and paper files.
- Answering telephone, direct, screen calls, taking and relaying messages.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees

Company : Abu Dhabi National Hotels (ADNH)
Job Title : Bus Nanny and Assistant Teacher
Location : Emirates National School (MBZ)
Date : March 2015 to March 2017 (2 years)

Responsibilities:

- ❖ Assistant Teacher
 - Administer behavior of students to create a safe classroom's environment
 - Communicate and interact with parents and caregivers
 - Prepare and serve lunch and assist children while eating

- Maintain a clean, safe and a fully organized classroom
- Manage emergency-situation before, during and after class.

❖ Bus Attendant

- Pick up children from selected locations and assist them to come in and leave the bus
- Assisting physically-challenged students in boarding and alighting from the bus
- Ensure decent behavior of children while inside the bus during travel
- Complete attention to children with regards to any issue and take prompt action Provide mental, emotional, and physical support to children with special needs
- Assure safety of students while crossing the road.

Company : Abu Dhabi National Hotels (ADNH)
 Job Title : Messenger
 Location : Human Resource Authority
 Date : February 2014 to March 2015(1 year & 1 month)

Responsibilities:

- Responsible for all aspects of the day to day activity of the company
- Maintain the filing system, photocopy, report, and invoice preparation
- Provide general information to the jobseekers
- Proficient in organizing of documents
- Assist the seniors and manage the daily routine in organization

Company : Accuro Catering Services
 Job Title : Cleaner
 Location : Burjeel Hospital
 Date : April 2013 to February 2014 (10 months)

Responsibilities:

- Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning.
- Perform and document routine inspection and maintenance activities.
- Notify management of occurring deficiencies or needs for repairs.
- Make adjustments and minor repairs.
- Stock and maintain supply rooms.
- Cooperate with the rest of the staff.
- Follow all health and safety regulations.

Educational Background:

- GIS Institute of Technology, Philippines
 - Massage Therapist
 - 2013
- High School Diploma

- San Rafael Technical Vocational High School
- 2009

Trainings Attended:

- ❖ Philippine Center for Career Advancement (PhilCAd)
 - ❖ Abu Dhabi, UAE
 - Professional Executive Secretarial and Administrative Skills Course
 - November 2017
 - MS Excel Course
 - July 2017
 - MS Office Essentials Course
 - December 2016
 - Business Correspondence Course
 - December 2016
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Personal Data:

Nationality	: Filipino
Age	: 28
Status	: Married
Religion	: Roman Catholic
Birth Date	: July 8,1992
Birth Place	: San Felipe, Zambales, Philippines
Passport No.	: P8344938A
Passport Expiry Date	: August 2028
Visa Status	: Cancel Visa
Visa Expiry Date	: Sept 2020