

Elizabeth Catubig Monge

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OBJECTIVE

To be able to find a position that will meet my capabilities, skills, education and experience

PROFESSIONAL EXPERIENCE

UNITED ARAB EMIRATES

Billing Supervisor

Medeor24x7 Hospital, Abu Dhabi
February 2015 – Present

Medical Affairs Secretary/HR Assistant

Samaya Specialized Center, Abu Dhabi
February 2013 – August 2016

Secretary/Administration Assistant

Gulf Pioneers Wood Industries LLC (Tahboub Kitchen), Abu Dhabi
April 2009 – February 2013

Training Coordinator

Petrolab Engineering, Abu Dhabi, UAE
June 2007 – February 2009

Awards / Achievements

- Perfect Attendance, June 2007 – June 2008
- Top Ten Training Coordinator, 4th Quarter of 2007

PHILIPPINES

Branch Manager

Office Warehouse, Landmark Branch, Makati City
June 2004 – December 2006

Previously Held Positions

Store Supervisor, Landmark Branch, Makati City
Management Trainee, Shopwise Branch, Cubao, Quezon City
Inventory Officer, Landmark Branch, Makati City
Cash Officer, Vito Cruz Branch, Makati City

Awards / Achievements

Incentive Program for Quarterly Sales of Branch, 3rd and 4th Quarter of 2006, Office Warehouse, Landmark, Makati City

Store Supervisor

Binggo Convenience Store, Antipolo City
May – November 2003

Store Manager

Video Craze Video Rental and Sales, Antipolo City
March 2000 – May 2003

Service Crew

Greenwich Pizza, Antipolo City, May 1999
Jollibee Antipolo 2, Antipolo City, January – June 1998
Jollibee Grand Mall, Cainta Rizal, 1997 - 1998
Jollibee Antipolo, Antipolo City, March – August 1997
Jollibee Farmers Market, Quezon City, March – August 1996

EDUCATIONAL BACKGROUND

Bachelor in Business Administration major in Marketing, May 1999
Polytechnic University of the Philippines, Sta. Mesa, Manila

OTHER INFORMATION

Birthdate: April 1, 1978
Civil Status: Single
Nationality: Filipino
Visa Status: Residence Visa