

IRISH GAIL ENRIQUEZ

Al Karama, Dubai U.A.E.

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Educational Qualification:

Certified Nursing Aide

AMA College
Dasmariñas, Cavite
June 2009 - June 2010

Bachelor of Science in Nursing

Emilio Aguinaldo College
Dasmariñas, Cavite
June 2004 - October 2006

Skills:

- ❖ Highly skilled in performing general office task including bookkeeping, filing, taking minutes and managing records.
- ❖ Recognized for maintaining confidently of sensitive information.
- ❖ Works accurately and independently with close attention information.
- ❖ Highly skilled in greeting visitors, determining nature of business and directing to concerned person.
- ❖ Proven record of answering telephone, giving relevant information to callers and routing calls to appropriate individual.
- ❖ A friendly individual who tactfully and diplomatically handles irate client.

CAREER OBJECTIVES

To be part of an organization where my knowledge gained, skills that acquired and maximized. To have an opportunity to work with people who will be part in the achievement of optimum growth in my personal and profession.

SUMMARY

Highly motivated Administrative with 5 years of experience in fast-paced environment. Excellent communication and time management skills. Passionate and Energetic with a drive for excellence. Strong organizational and prioritization abilities.

UAE WORK EXPERIENCE

ADMINISTRATIVE COORDINATOR CUM RECEPTIONIST MEDCARE HOSPITAL Dubai, LLC May 07, 2017 - May 05, 2021

Duties and Responsibilities:

- ❖ Accurate input of client's details/information.
- ❖ Greet and assist client upon arriving in the office.
- ❖ Provide administrative support including mailing, scanning, faxing, and photocopy to management.
- ❖ Prepares important papers or documents for the client's
- ❖ Gives important detailed / instruction for clients.
- ❖ Orders and maintains office supplies.
- ❖ Secures information by completing data base backups.
- ❖ Receives booking thru phone calls, emails, and walk in client.
- ❖ Organizes client's record in the file and in the system.
- ❖ Coordinates with the manager, Billing department, and Insurance department regarding client welfare and admission.
- ❖ Responsible for incoming/outgoing calls and others enquires from clients, members of staff and implement the appropriate course of action in each case.
- ❖ Notify the client's appointment time and reschedule day if there's a conflict.
- ❖ Update all the booking list in the system time to time.
- ❖ Assist in resolving any administrative problems.
- ❖ Assist with training of new administration staff.
- ❖ Any other relevant duties.

ADMINISTRATIVE ASSISTANT CUM INSIDE SALES MBA STATIONERY TRADING LLC. DIP1, DUBAI January 4, 2014 - December 15, 2016

- ❖ Prepare documents including correspondence, reports, drafts, cheques, invoice, delivery notes, purchase order, quotations, memos and emails.

- ❖ Has language fluency in both oral and written discourse.
- ❖ Has willingness to work and grow with the group.

Computer Skills:

- ❖ Microsoft Excel
- ❖ Microsoft Word
- ❖ Tally Erp .9
- ❖ Mediware

Personal Details:

Date of Birth: Nov. 14, 1986

Place of Birth: Muntinlupa, MM

Age: 35

Civil Status: Single

Passport Details:

Passport No.: P7919725B

Issue Date: 19 OCT 2021

Expiry Date: 18 OCT 2031

Visa Status: CANCELLED

Languages Spoken:

English, Filipino

CAN JOIN IMMEDIATELY

- ❖ Identifies prospect by reading telephone directories and other prepared listing.
- ❖ Calls prospective customers by operating telephone equipment and other telecommunications technologies.
- ❖ Influences customers to buy services and merchandise by following a prepared sales talk to give service and product information and price quotations.
- ❖ Record, compile transcribe and distribute minutes of meetings.
- ❖ Open, sort and distribute incoming correspondence.
- ❖ Completes orders by recording names, addresses, and purchases referring orders for filling.
- ❖ Coordinate maintenance of office equipment.
- ❖ Coordinate and maintain records for staff, telephones and petty cash.
- ❖ Crediting collection update and checking the deliveries from the supplier.
- ❖ Resolve administrative problems and inquiries.

PHILIPPINES WORK EXPERIENCE

**DENTAL ASSISTANT
EXCELLENT DEPAÑO DENTAL CLINIC
DASMARIÑAS, CAVITE
December 2011 - October 2013**

Duties and Responsibilities:

- ❖ Provides instrumentation by sterilizing and delivering instruments to treatment area; positioning instruments for dentist's access; suctioning; passing instruments.
- ❖ Provides materials by selecting, mixing and placing materials on instruments and in the patient's mouth.
- ❖ Organizing and laying out instruments for dentist's use.
- ❖ Handing instruments and other materials to dentist during procedures.
- ❖ Taking x-rays of patient's teeth.
- ❖ Using suction and swabs to keep patient's mouth clear and dry during procedures.
- ❖ Obtaining patient's dental records.
- ❖ Questioning patients about their medical history and recording the information for dentist's reference.
- ❖ Advising patients on dental care.
- ❖ Making patient's feel comfortable before, during and after dental treatment.
- ❖ Scheduling appointments, maintaining records, sending bills, answering phones, ordering supplies and other office tasks.
- ❖ Prepare casts of the teeth from oral impressions, clean and polish removable bridges and dentures.
- ❖ Maintains dental supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.