



DEANISH PAELLERO

5F Room 502 Nauras Building,
Khalifa St., Abu Dhabi

PERSONAL DETAILS

Age: 31 y/o
Nationality: Filipino
Civil Status: Married
Visa Status: Employment

CONTACT

PHONE:
+971547343409 (WApp)

EMAIL:
deanish21@yahoo.com

REFERENCE

Ms. Lanie Bool
Membership Service Manager
Fitness First Middle East

OBJECTIVE

To be a part of prestigious company that would acknowledge, develop and enhance my skills as my abilities that eventually would be my contribution to your dynamic institution.

PERSONAL SUMMARY

A polite, friendly and extremely capable receptionist, with a passion for delivering excellent administrative support. I hold excellent communication and listening skills, that allow me to communicate successfully with all clients and guests, face to face and over the phone.

ACADEMIC QUALIFICATION

Graduate of Bachelor of Elementary Education

Don Andres Soriano Memorial College
May 2016

Graduate of Secondary Education

Cantabaco National High School
March 2006

WORK EXPERIENCES

FOH RECEPTIONIST / Admin

Fitness First Middle East (Landmark Group) - Abu Dhabi, UAE
September 2018 – December 07, 2020

Duties:

- To ensure a warm and friendly welcome to all guests or members at all times.
- To be responsible for all payment procedures.
- Complete daily opening procedures and checklists per relevant area daily.
- To have full knowledge of products and prices charged.
- MOD duties.
- Is involved in monitoring daily sales vetting.
- Understands the current business briefs and policies.
- Understands and shows implementation of the member's journey.
- Finding solution to each member's concern during the absence of the Manager.

- Being responsible to whatever task my Manager gives me and deliver a positive results.
- Providing a remarkable customer service by giving correct information to member inquiries.

EVENTS ATTENDED/ TRAINING ATTENDED

First Aid Training and Manager On Duty Training

RELATIONSHIP OFFICER

Dunia Finance LLC. - Abu Dhabi, UAE
September 2017 – July 2018

DUTIES:

Assisting costumer in dealing with finance. Contributes in the following:

- All DATA Entries & Reporting including: operations & maintenance records and findings, DATA collection, review, assessment, uploading process, reporting system and overall operations in field of financing methods
- Managing & preparing all filing system (Soft & hard copies)
- Build connections on behalf of the company
- Call existing clients to ensure their satisfaction, network within the community to identify prospective customers and contribute to the organization's marketing campaigns.
- Spend time simply interacting with people to get a better feel for the company's customer base
- Balance the needs of customers with the best interests of the company
- Draft letters with supportive data and attachments to monthly reports, claims, and other operational activities lies under the responsibility of department/manager
- Supports Dunia Finance in setting its operations objectives and technical requirements as appropriate to assure operations success
- Uploading the justifications and recommendations to the system for change orders, additional works or variation works. And following up approvals with higher management.

ESL Teacher

Best of Cebu Academy – Cebu City, Philippines
July 2016 – April 2017

Duties:

Responsible for providing lessons and support to students who are learning English as a second language

Operations

- Create lesson plans to teach non-native speakers to read, write and speak English
- Students learn English grammar, pronunciation and conversation skills
- Prepare classroom and community activities
- Develop students abilities to read textbook and write essays in English, arranging field trips, which allow students to learn help English in real life
- Work as private tutor.