

EMY ROSE M. TAMPIS

Dubai Internet City Tecom Area Dubai UAE

Mobile: +971 56 636 6061

E-mail: emtampis@yahoo.com



Objective

I am seeking employment with a company where I can use my talents and skills to grow and expand the company; I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

Career History

- **HR Admin Assistant – F16 Auto Care LLC**
Al Qouz Industrial 4, Dubai, U.A.E.
December 2019 – July 2020
- **Secretary Cum Cashier - Spotlight Restaurant & Coffee Shop**
Dubai Internet City, TECOM Area Dubai, U.A.E.
September 2014 - December 2018
- **Admin. cum Receptionist - HRD Technology & Engineering**
Rosario, Cavite, Philippines
August 2012 – August 2014
- **Data Encoder - BENCH/ Clothing**
SM City Rosario (Rosario Branch, Philippines)
December 2010- June 2012
- **Computer Operator Cum Secretary - Matrix Laboratory LLC**
Warehouse 72, Al Quoz Industrial 4, Dubai, U. A. E.
August 2008 – November 2010
- **Hotel Receptionist - Broadway Hotel**
Al Rigga Road Deira, Dubai, U.A.E
April 2006 – July 2008
- **Sales Coordinator - Tigerobc Industrial Company**
Al Ghusais, Dubai, U.A.E.
Jan.2004 – Mar. 2006

Training & Seminars

Food Hygiene Training - Gems Quality Consultants
Dubai, United Arab Emirates
April 19, 2015

Skills

- Well versed in using Microsoft Office Application (*Outlook, Word and Excel*)
- Aware of the rules and regulations relating to medical documentation.
- Have excellent communication skills both written and spoken (English & Filipino)
- Time management & Office administration
- Independent who is well exposed to high-paced environment and work.

Education

Primary Education:
Bancaan Elementary School

Secondary Education:
Cavity State University

Tertiary Education:
Computer Programming
Granby College of Science and Technology

Personal Information

- Celebrate birthday on July 6, 1986
- 10 Years experience in UAE
- Can join immediately

Work & Personal Reference

- Available upon Request

I do hereby **declare** that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

EMY ROSE M. TAMPIS
Applicant