



APRIL ROSE MAGBANUA



+97154 4385805



magbanua.aprilrose@yahoo.com



Al Satwa, Dubai

PERSONAL INFORMATION

Date of Birth: February 09, 1991

Civil Status: Single

Religion: Roman Catholic

Visa Status: Tourist Visa

PERSONAL TRAITS

- Strong interpersonal skills.
- Unmatchable communication skills in verbal and written both.
- Ability to avoid making mistakes and trustworthy.
- Warm and Friendly nature
- Enthusiastic Personality makes the work place an ideal place to work.
- Ambitious.
- Hard working.
- Honest

JOB OBJECTIVE

Looking for a position with a company where I can utilize my skills, training and experience in order to serve the needs of the company the best that I can.

WORK EXPERIENCE

Teaching Assistant/Bus Attendant Sunmarke School, Dubai | 2018-2022

- Set up for activities and clean up afterward, supervise children and help with jobs such as
- feeding and diapering toddlers and infants.
- Help the lead teacher track kids' attendance and progress, and may oversee activities developed by the lead Daycare Worker.
- Set up all the playing and learning stuff.
- Make class displays, games and visual materials following the teacher's direction.
- Written or drawn bulletin boards that correspond with the topics and class works.
- Check folders every morning for notes.
- Support the class teacher during the lesson by keeping the children focused and attentive.
- Preparation for activities and cleaning up when worked is finished.
- Watch over them when they are playing and make sure they are safe at all times.
- Help the kids with getting dressed, eating, sleeping and with toileting.
- Keep everything safe and clean

COMPUTER KNOWLEDGE

- Excellent in MS Office
(MS Word, MS PowerPoint)

SKILLS

- Multitasking
- Resourcefulness
- Leadership
- Team-oriented
- Patience
- Communication skills
- Creative
- Organization

Receptionist/Administrative Assistant

Helping Hands Cleaning, Dubai UAE | 2014 – 2016

- Responsible in receiving and answering phone calls from clients.
- Responsible in scheduling appointment of clients.
- Coordinating with Supervisor.
- Handle communication with Clients on daily operations.
- Maintain the office records & keep track of incoming & outgoing documents.
- Provide administrative support to the management.

Dental Assistant

Napulan Medical Clinic & Diagnostic Center Philippines
February 2013 – July 2014

- Answer phone calls.
- Coordinate with doctor about the approved procedure.
- Coordinate with patients with there appointment and rejected procedure.
- Calling patients to book and follow up with there next visit.
- Guiding patients to billing.
- Coordinating with insurance about patient's procedure

Medical Record Clerk

Iloilo Doctors Hospital Philippines
December 2012 – January 2013

- Experienced and Versatile Medical Record clerk with useful administrative and clerical skills
- Experienced in maintaining a huge appointment list of patients visiting.
- Extensive experience in managing with huge number of patients in a single day.
- Experienced in taking care of and various medical equipment's daily.

EDUCATION

Associate of Radiologic Technology

Iloilo Doctors' College, West Timawa St., Molo, Iloilo City, Philippines | 2008–2012

St. Louise De Marillac School Secondary

Miagao, Iloilo, Philippines | 2004–2008

Valencia Elementary School Elementary

Miagao, Iloilo, Philippines | 1997–2004