

MARTINEZ, FEBELYN TEJERO

SECRETARY



📍 Town Centre, Al Ain, UAE

☎ +971 52 383 0269

✉ febelyntejero@gmail.com

Type of Visa: Tourist Visa

PROFILE

To obtain a position in which my computer knowledge, strong organizational abilities, and experienced background can be fully utilized and ability to work well with people. Seeking a responsible job with an opportunity for professional challenges to be able to use my skills in the best way for achieving the company's goal.

SKILLS

- Ability to multi task.
- Accurate
- Able to handle the people very calmly and effectively.
- Excellent written communication and able to communicate effectively in English.
- Exceptionally good in inter-personal and communication skills (interacting with co-workers, staffs, and customers).
- Organized, reliability and Team player.
- Tight deadlines.
- Sensitive, caring, and detail oriented.
- Flexible, versatile, resilient, and responsive to

EDUCATION

- University of Northern Philippines
Vigan, Ilocos Sur, Philippines
Bachelor of Sciences in Business
Administration (*Undergraduate*)
- Tagodtod National High School
Tagodtod Lagangilang, Abra
Completed Secondary Education (2003-2007)

REFERENCE

- Dr. Alani Alagha
Chief of Medical Services & Performance
Improvement
Alghaai@mouwasat.com
011-413-0000 ext: 5002
- Mr. Khaled Allam
HR Supervisor
Khaled.Allam@mouwasat.com
011-413-0000 ext: 5138

EXPERIENCE

SECRETARY (ADMINISTRATION DEPARTMENT)

February 23, 2020 - April 14, 2023

AL MOUWASAT MEDICAL SERVICES (RIYADH, KSA)

- Answers phone calls, identifying self and position in a helpful manner. Takes messages and relays information accurately.
- Set up and maintain manual and computerized information filing systems.
- Record and prepare minutes of meetings, seminars and conferences.
- Schedule and confirm appointments.
- Compile data, statistics, and other information.
- Order office supplies and maintain inventory.
- Greet people and direct them to contacts or service areas.
- Answer electronic inquiries.
- Open and distribute regular and electronic incoming mails and other material and coordinate the flow of information.
- Establish work priorities and ensure procedures are followed and deadlines are met.
- Formulates and types correspondence and memos. Take minutes of meetings when required.
- Schedules appointments and meetings of the department head to which assigned.
- Distribution of all memo's per direction of Manager and / or Department Head.
- Works helpfully with others individually and in groups. Adapts to change and responds to new ideas. Capable of work under pressure to meet deadlines.
- Do all typing and encoding required by the Administration Dept.
- Preparing and updating the Medical Privileges, Competencies, etc. of all Physicians.
- Prepares the appointments of the Director with medical and other staff of the hospital for policy formulation. Fix date, time and place of meetings, assisting the doctors.
- Prepares Chief Medical Officer in-coming and out-going correspondence.
- Prepares doctors monthly schedule and on-call rota and upload in intranet site.
- Take down in shorthand and transcribe accurately all correspondence.
- Types official communications, memorandum, and other directives of the Deputy / Chief Medical Officer.

SECRETARY (SUPPORT SERVICES DEPARTMENT)**August 10, 2015 - April 30, 2019****AL MOUWASAT MEDICAL SERVICES (RIYADH, KSA)**

- Answers outside calls and channels requests to appropriate personnel or department.
- Set up and maintain manual and computerized information filing systems.
- Record and prepare minutes of meetings, seminars and conferences. Generates daily, monthly and quarterly reports.
- Schedule and confirm appointments. Answer electronic inquiries.
- Order office supplies and maintain inventory.
- Open and distribute regular and electronic incoming mails and other material and coordinate the flow of information.
- Establish work priorities and ensure procedures are followed and deadlines are met.
- Maintains a neat, clean work area. Sets priorities appropriately. Adjust work flow to accommodate unexpected activities.
- Files memos, minutes, warehouse requisition, purchase orders and maintenance requests.
- Updating all lists and files both hard and soft copies.
- Responsible for the subcontractors employees for processing their documents for vacation or exit, finalizing the monthly time sheets, of all subcontractors and other related official papers and office literature.

FOOD SERVER (DIETARY DEPARTMENT)**March 19, 2015 - August 09, 2015****AL MOUWASAT MEDICAL SERVICES (RIYADH, KSA)**

- Cleaning and organizing of the pantry distribution supply to private room / VIP.
- Distribution of breakfast, lunch and dinner trays, snack tea, coffee and water depend upon patient preference.
- Collection of trays remaining in between attend to patient needs.

REGULAR CASHIER**August 2013 - February 2015****SM HYPERMARKET MUNTINLUPA CITY, PHILIPPINES**

- Provides a positive customer experience with fair, friendly, and courteous service.
- Manage transactions with customers using cash, debit or credit payments.
- Redeem stamps and coupons. Scan goods and ensure pricing is accurate.

I hereby certify that the above particulars are true and accurate to the best of my knowledge and I shall endeavor to carry out my duties to the best of my abilities.

MARTINEZ, FEBELYN TEJERO

EXIT (9) RING ROAD
BEHIND GHERNATA MALL
TEL : 0114130000
FAX : 0114110011
P.O.BOX : 84170
POST CODE : 11671
KINGDOM SAUDI ARABIA

مخرج (9) الطريق الدائري
خلف غرنطة مول
هاتف : 0114130000
فاكس : 0114110011
ص.ب : 84170
الرمز البريدي : 11671
المملكة العربية السعودية



مستشفى المواساة
Mouwasat Hospital
الرياض

Date: 29th April 2019

To Whom It May Concern;

I am pleased to be able to recommend to you my former employee (Febelyn T. Martinez). She worked in the position of Secretary for 4 years in Al Mouwasat Hospital - Riyadh.

She was responsible for office support including word processing, scheduling appointments, doing purchase orders thru system, daily, monthly, quarterly reports. She was in-charge for the subcontractors' employees for processing their documents for vacation / exit, finalizing the monthly timesheets of all subcontractors' employees and other related official papers and other office literature. She performed general secretarial duties by preparing, compiling and maintaining administrative work-related records and systems.

She has excellent communication skills. In addition, she is extremely organized, reliable and computer literate. She can work independently and in able to follow through to ensure that the job gets done. She is flexible and willing to work on any project that is assigned to her. She was quick to work to assist in other department operations as well.

Ms. Febelyn T. Martinez would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not hesitate to contact me.

Sincerely,


Mr. Shadi Fahed Alzughool
Support Services Manager

AL MOUWASAT HOSPITAL-RIYADH KSA

Tel. #: +966-11-4130000 Ext.5162

Fax: #: +966-11-4110011

E-mail: Shadi.Alzughool@mouwasat.com



AL MOUWASAT MEDICAL SERVICES Co.



MOUWASAT HOSPITAL



شركة المواساة للخدمات الطبية



مستشفى المواساة

الرقم الوظيفي : HAJ 408

EMPLOYEE NO : HAJ408

شهادة خبرة

SERVICE CERTIFICATE

Ms. Febelyn Tejero Martinez

فيبلين تاجورو ماتنس

Has been an employee of this hospital under the sponsorship of Al Hajry Company as:

عملت في المستشفى تحت كفالة شركة الهاجري بوظيفة :

Administration Secretary

سكرتيرة الإدارة

23 FEB 2020

من الفترة : 2020/02/23 م

From :

13 APRIL 2023

لغاية 2023/04 /13 م

Until :



مشرف الموارد البشرية

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مستشفى المواساة
Mouwasat Hospital
الرياض

RECOMMENDATION LETTER

To Whom It May Concern;

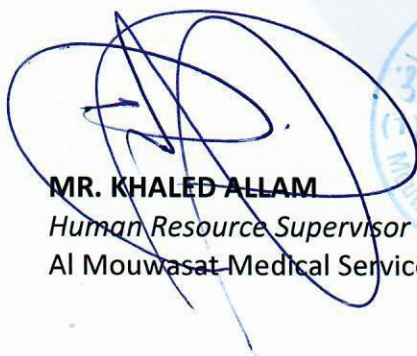
It was a privilege to work with Ms. Febelyn Tejero Martinez from 23rd February 2020 to 14th April 2023 at Al Mouwasat Medical Services - Riyadh. During this time, she worked under the supervision of Administration Department as Administration Secretary. She is a hard working team player who always goes above and beyond what is asked for her. She does whatever it takes to resolve a problem.

She has extraordinary communication skills, and is an individual who demonstrates utmost professionalism and integrity. She is very organized, responsible, knowledgeable and diligent about assisting colleagues with any issues that arise.

She was an asset to our team and our company as a whole. I wholeheartedly recommend her for a position with your organization and wish her all the best in her future endeavors.

Please do not hesitate to contact me if you should require any additional information at 011-413-0000 ext. 5138 or email at khaled.allam@mouwasat.com

Best Regards,


MR. KHALED ALLAM
Human Resource Supervisor
Al Mouwasat Medical Services - Riyadh



MOUWASAT HOSPITAL
Riyadh



مستشفى المواساة
الرياض

P.O.BOX 84170 , RIYADH – 11671, TEL: 011- 4130000, KSA

ص. ب 84170 - الرياض 11671 – تليفون: 011-4130000 - المملكة العربية السعودية



شهادة خدمة
SERVICE CERTIFICATE



This is to certify that Febelyn Tejero Martinez, Filipino nationality has been in the service of Mouwasat Hospital Riyadh but under subcontractor (Seder Group Trading & Contracting Co.) From 19th March. 2015 until 30th April 2019 as following position:

1. From 19th March 2015 until 9th August 2015 as Food Server
2. From 10th Aug. 2015-30th April 2019 as Secretary

We wish her success in her future endeavors.

بهذا تفيد شركة المواساة للخدمات الطبية بأن / فيبيلين تيجيرو مارتيز
فلبينية الجنسية ، عملت مستشفى المواساة بالرياض تحت كفالة شركة مشغلة (شركة
مجموعة سدر للتجارة والمقاولات) من 2015/03/19 إلى 2019/04/30
حسب المسميات التالية :

1. من 2015/03/19 إلى 2015/08/09 بوظيفة مقدمة طعام

2. من 2015/08/10 إلى 2019/04/30 بوظيفة سكرتاريا



نتمنى لها التوفيق والنجاح في مساعيها المستقبلية.

Mr. Sultan Al Saleem
Chief Administrator