



# Ma. Alyssa M. Galangga

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills while making a significant contribution to the success of the company.

## CONTACT



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Embassy Court Building G05, Al-hamriya, Bur Dubai, U.A.E.

## • Personal data

Date of Birth: July 6, 2003

Citizenship: Filipino

Religion: Catholic

Civil Status: Single

Language: English

Visa Status: Tourist Visa

## • Additional skills

- Time Management
- Basic Computer skills
- Ability to manage multiple responsibilities at once
- Willing to work flexible schedule
- Able to work alone and within a team
- Maintain high grooming standards
- Friendly with a positive attitude

## • EDUCATION

Canossa College San Pablo City Laguna

- Bachelor of Science in Nursing  
(Undergrad) August 2019 - July 2020

## • Experience

### • Guest Relation

Worked as a Office Clerk

July 2021 - August 2023

San Pablo City, Laguna, Philippines

### Duties and Responsibilities

- Labels and sort documents files
- Operates and performs basic maintenance office machines
- Sorts and responds to emails
- Maintains paper and electronic records
- Maintains professional appearance and behavior

## • Skills

- **Shielded Metal Arc Welding NC1 (2022)**
- **Shielded Metal Arc Welding NC2 (2023)**

Livelihood Planner Specialist Center Inc.

San Pablo City, Laguna, Philippines