



# TRINA JOY DAAG

ADMINISTRATIVE ASSISTANT

United Arab Emirates | 0564745218 / 0561895403 | daagtrina@gmail.com

## PROFILE SUMMARY

To leverage my strong organizational and communication skills as an administrative assistant in a dynamic office environment, where I can contribute to streamlining administrative processes, providing exceptional support to team members, and facilitating efficient operations to drive overall productivity and success.

## PROFESSIONAL SKILL

Organization  
Confidentiality

Time Management  
Customer Service

## TECHNICAL SKILL

Data Entry  
File Management

Microsoft Office Suite  
Typing Speed & Accuracy

## EDUCATION

### Graduate of Bachelor of Science in Nursing

Pampanga, Philippines

A premier inclusive university of choice aspiring to improve man as man by developing individuals through a legacy of excellent education and compassionate value formation.

### CSSD Technician

Abu Dhabi, UAE

Striving for excellence in meeting the holistic needs of our patients in a caring and healing environment in which the essential contribution of each member of staff is valued.

## WORK EXPERIENCE

### HR - Admin

Nov 2023 - Mar 2024

#### AQG Connect Human Resource EST - Dubai, UAE

- Coordinates administrative activities and provides support to multiple departments or teams within an organization.
- Enters and maintains data into databases or spreadsheets accurately and efficiently.
- Provides administrative support to ensure efficient operation of the office.

### Sales Associate | Customer Service

Feb 2020 - Oct 2023

#### RAK National Market, Al Aswaq - Ras Al Khaima, UAE

- Providing excellent customer service by greeting customers, assisting them with inquiries, and addressing their needs or concerns in a friendly and helpful manner.
- Actively engaging with customers to promote products or services, answering questions about products, and persuading customers to make purchases.
- Collaborating with other sales associates and team members to achieve sales targets, share product knowledge, and support each other in delivering exceptional customer service.

## WORK EXPERIENCE

### Dining Attendant

Oct 2011 –Dec 2012

#### Seafood & Shabu-Shabu Resto – Quezon City, Philippines

- Taking food and beverage orders from guests, accurately recording their selections, and relaying orders to the kitchen or bar staff.
- Assisting guests with menu selections, providing recommendations, and answering questions about menu items, ingredients, and allergens.
- Working collaboratively with kitchen staff, servers, and other dining attendants to ensure smooth and efficient service.

### Sales Clerk

Dec 2009 – Sep 2011

#### RonCam General Trading – Philippines

- Actively engaging with customers to promote products, suggest additional items, and upsell or cross-sell products to meet sales targets.
- Monitoring inventory levels, replenishing stock as needed, and conducting periodic inventory counts to ensure accurate stock levels.
- Demonstrating a thorough understanding of the products sold in the store, including their features, benefits, and uses.

### Service Crew

Jan 2007 – Nov 2009

#### EJ Sizzling – Philippines

- Preparing and assembling food and beverage orders according to customer preferences and company standards.
- Adhering to food safety and hygiene standards, including proper handling, storage, and preparation of food items, as well as maintaining cleanliness in food preparation and service areas.
- Cleaning dining areas, restocking supplies, and ensuring that tables, chairs, and other customer-facing areas are clean and presentable.

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## PERSONAL DETAILS

Passport No.	: P6133113B
Nationality	: Filipino
Date of Birth	: May 02 , 1989
Marital Status	: Single
Gender	: Female
Visa Status	: Visit Visa

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## CHARACTER REFERENCE

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