



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.

PERSONAL DETAILS

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

CHARACTER REFERENCE

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