



DIETHER PARREÑAS

SKILLS

- Good in both oral and written communication
- Knowledgeable in the use of MS Word, MS Excel, and the internet.
- Highly motivated and eager to learn new things.
- Able to handle multiple tasks and can work under pressure.
- Can understand and speak basic Arabic language.

WORK EXPERIENCE

HR ASSISTANT / RECEPTIONIST

DAR AL SHIFA HOSPITAL, KUWAIT

September 2022 – March 2024

Support human resources process by scheduling appointments, maintaining records and application, and receiving applicant inquiries. Ensured confidentiality of all personnel, office, and employment records. Filing, scanning, and photocopying of documents. Answering phone calls. Greet visitors, help them navigate through a facility room, and supply them with refreshments as they wait.

MESSENGER

INPATIENT PHARMACY DAR AL SHIFA, KUWAIT

June 2022 – August 2022

Securely deliver packages, documents, written and verbal messages and other items to intended location or recipient in a timely manner. Distribute the requested medicine into the correct department or location. Receive and process the incoming request from every department.

HOUSEKEEPING ATTENDANT

DAR AL SHIFA HOSPITAL, KUWAIT

DECEMBER 2020 - JUNE 2022

Keeping the room clean and tidy assists the needs of the patient, ensuring all rooms are sanitized. Changing linens, cleaning floors, restocking medical supplies.

CUSTOMER SERVICE REPRESENTATIVE/COURT MONITORING PERSONNEL

SKY ZONE TRAMPOLINE PARK, KUWAIT

March 2019 - April 2020

Secure the safety of customers, monitor the court that all customers follow the rules and regulations, ensure that they are wearing proper gear and help.

SALES ASSOCIATE

UNIQLO, MANILA PHILIPPINES

July 2018 - January 2019

Responsible for helping customers find their perfect solution and get the most out of whatever what's available for them. Work closely with clients to decide which product will work best to meet all their needs by answering any questions or concerns along this journey.

ABOUT ME

I previously work in Kuwait, and I have almost 6 years total experience. I worked as HR assistant/Receptionist for 1 year and 6 months, 3 months as Messenger, 1 year and 6 months as housekeeping attendant, 1 year as court monitoring personnel/Customer Service Representative, and 7 months as sales associate.

I am an enthusiastic, responsible, and hard-working person. I can work well both in a team environment as well as using my own initiative. I can work well under pressure and adhere to strict deadlines.

CONTACT

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LOCATION:

Al Muraqqabat,
Deira, Dubai City, UAE

EMAIL:

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EDUCATION

UNIVERSITY OF ILOILO

3RD year level, 2017

AWARD

Employee of the Month

Housekeeping Attendant

October 2021- December 2021

DAR AL SHIFA HOSPITAL, KUWAIT