

FLAT 202, BUILDING 28  
SATWA ROAD, SATWA, DUBAI  
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JHOMELBENOSA13@GMAIL.COM



# JHOMEL AGADER BENOSA

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## CAREER OBJECTIVES

To utilise my education, professional experience and personal skills for my organisation and to constantly improve myself by learning from the right people, to get a reasonable position in my work area. To serve your organisation with integrity and strenuous efforts, accomplishing the requirements of the jobs and satisfying the superiors of the best.

## AREAS OF EXPERTISE AND QUALIFICATIONS

- Team-spirited, precise and highly ethical in all work-related assignments
- Work effectively with diverse groups of people
- Self-motivated to learn new concepts, hardworking, positive, responsible, and well-disciplined
- Positive-minded, responsible, result-oriented and can quickly implement new methods, systems and procedures
- A dedicated individual possesses decision-making, team-building, negotiation, coordination, management, organisation and supervision skills.
- Can handle multiple tasks effectively and very flexible with time
- Calm and maintain a positive attitude towards work under pressure
- Computer literate
- Fluency in speaking ARABIC / ENGLISH Language

## WORK EXPERIENCE

### **IFA/ Strive Facility Management – Prism Tower, Business Bay – Palm Jumeirah Area** – *Concierge Reception/ Admin Assistant*

APRIL 2017 – APRIL 2024

- Responsible for greeting clients and delivering customer service assistance (addressing visitor questions and needs, providing overall information related to car rental rates, answering phone calls, booking meetings, etc.)
- Encoding and updating customer information in the database.
- Monitoring and recording the daily and monthly income and sales report
- Filing and sorting all related documents per car classification.
- Preparing and calculating customers' bills.
- Recording and Encoding Sales and Expenses in the Tally system.
- Update bank records and company cheque disbursement.
- Ensure the reception area is tidy and presentable.

## EDUCATIONAL BACKGROUND

### **Power Technical Training Center, Al Satwa Dubai –** *International Caregiver / Nursing Assistant*

FEBRUARY 2023 – MAY 2024

- Fundamentals of Caregiving ( Module 1)
- Providing Care and Support to Infants and Toddlers / Maternal and Newborn Care ( Module 2 )
- Providing Care and Support to Children ( Module 3)
- Enhancing SICE Development of Children / Fostering Social, Intellectual, Creative and Emotional Development of Children and Adolescents ( Module 4)
- Fostering Physical Development of Children and Adolescents ( Module 5)
- Basic Anatomy, Physiology and Pathology for Caregivers ( Module 6)
- Providing Care and Support to Elderly and Adults with Illnesses ( Module 7)
- Nutrition, Preparing Hot and Cold Meals ( Module 8)
- Health and Safety ( Module 9)
- Cleaning living room, dining room, bedroom, toilet & Bathroom, Washing and Ironing Clothes, Linen & Fabric (Modules 10 and 11)
- Providing Care and Support to People with Special Needs Illnesses ( Module 12)
- Responding to Emergencies ( Module 13)
- Assisting in Biopsychosocial Care of the Patient (Module 14)
- Infection Control and Waste Management in a Healthcare Environment (Module 15)
- Preparing and Maintaining a Bed (Module 16)
- Collecting and Maintaining Linen Stocks (Module 17)
- Medication Management ( Module 18)
- Assisting with Patient Mobility (Module 19)
- Assisting with Transporting Patients (Module 20)
- Nursing Assistant Skills (Module 21)
- Pediatric First Aid (Module 22)
- Ethics and End-of-Life Care (Module 23)
- Professional and Personal Development (Module 24)

### **Technical Institute of Science and Technology** **Tagudin, Ilocos Sur, Philippines –** *Electrician Vocational Course*

OCTOBER 2012 – OCTOBER 2013

### **Amarao National High School** **Amarao, Sta Cruz, Ilocos Sur, Philippines –** *Secondary School*

JUNE 2012 – MARCH 2010

### **Amarao National High School** **Amarao, Sta Cruz, Ilocos Sur, Philippines –** *Elementary School*

JUNE 2001 – MARCH 2006

## PERSONAL INFORMATION

DATE OF BIRTH: DECEMBER 3, 1992

CIVIL STATUS: MARRIED

VISA TYPE: VISIT VISA

VISA VALIDITY: 25 OCTOBER 2024