

**LORNA B. BULLAG**

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**Objective:**

To pursue my career in a reputable company that enhances my knowledge in every aspect. I want to be a part of your success by offering a high motivation, quality work and keeping deadlines.

**Personal Data:**

Marital Status: Single

Date of Birth: 08/10/1985

Country of Origin: PHILIPPINESES

Present Nationality: Filipino

Languages and Fluency Level: Tagalog and English

**Educational Attainment:**

**Caregiver KHDA Certificate (November 2019)**

**Filipino Institute Al Rigga Dubai UAE**

Bachelor's / College Degree (April 2008)

**Bachelor of Science in Computer Science**

STI College Bacoar - Bacoar Cavite Philippines

## **WORK HISTORY:**

### **Green Touches L.L.C.**

The Sustainable City Dubai, UAE

#### **Filing Clerk/Receptionist/Telecommunication Assistant**

July 2020 to March 2024

- Answering calls and emails
- Invoicing clients
- Making/sending proposals
- Purchasing Orders
- Filing documents
- Scheduling online booking clients
- Timesheet Monitoring
- Supervising Holiday Homes
- Monitoring petty cash flow
- \* Processing employee visa

### **Facility Management (Maintenance & Housekeeping)**

Arbor School Al Furjan Dubai, UAE

July 2018 to April 2020

- Assisting for arranging and cleaning school facilities
- Assisting kids for their daily routine
- Assisting parents and kids for the school events
- Assisting teachers setting up and cleaning the classrooms

### **2nd Skin Lingerie Shop Sahara Center**

#### **Sales lady cum Cashier**

Al Nahda Sharjah, UAE

March 2016 - April 2018

- Greeting customer
- Ordering items
- Making Inventory
- Assisting customers
- Making bills
- Making Shortages
- Merchandising

**Private Family (Private Tutor/Childcare)**

Al Shamkha City Abu Dhabi, UAE

November 2013 - November 2015

- Finding ways to stimulate children
- Assisting students with homework and etc.
- Supporting parents who look after their children
- Discussing academic progress with the parents
- Ensuring that all daily routines are adhered to

**Banco De Oro (Universal Bank) PHILIPPINES****Office Staff - Cash Hub**

September 2012 - February 2013

- Dispatch the certain amount to the traveling teller for the ATM Machine loading
- Handling multiple accounts from different companies for the payroll
- Sorting money to ensure that there is no counterfeit

**Smart Communication Inc. Warehouse PHILIPPINES****Office Clerk**

November 2011 - January 2012

- Encoding data of the unit size of an items
- Generates daily, weekly and monthly reports for the dispatch order
- Monitoring daily attendance of the employees
- Handling payroll accounts.

**Metro Bank Plaza (MBTC) PHILIPPINES****Bank Statement Processor**

December 2008 - July 2009

- Processing Bank Statement
- Handling 12 Branches of Metro Bank
- Segregate cheques for their perspective branches
- Generating reports for the lose cheques

CHARACTER REFERENCES IS AVAILABLE UPON REQUEST.