

# MAYLA SUGUITAN GARCIA

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📍 Sheikh Zayed Road Emirates  
tower metro station



## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

2015 -  
2018

### **Pharmacia Ni Doc (Pharmacy Philippines public hospital)**

Assistant Pharmacist

November  
2020 - Till  
Present

### **Advocates and legal consultants**

Receptionist Cum Secretary

Greeting visitors.

Handling queries and complaints via phone, email and general correspondence.

Transferring calls as necessary.

Taking and ensuring messages are passed to the appropriate staff member in time.

Managing meeting room availability.

Receiving, sorting, distributing and dispatching daily mail.

Handling transcription, printing, photocopying and faxing.

Recording and maintaining office expenses.

Coordinating internal and external events.

Managing office inventory such as stationery, equipment and furniture.

Overseeing office services like cleaners and maintenance service providers.

Assisting the HR for admin job.

Maintaining safety and hygiene standards of the reception area.

Booking meetings

Arranging and forwarding phone calls.

Arranging tax invoices and receipt.

## EDUCATION

Graduated

### **Mariano Marcos State University Ilocos Norte**

Bachelor of science in Nursing

Graduated

### **Als A and E**

Secondary and college learning

Graduated

### **Infinity and technical solutions LLC United Arab Emirates**

Nursing (CNA)

Graduated

### **Infinity and technical solutions LLC United Arab Emirates**

International Caregiving course

## SKILLS

- Written and verbal communication skills. Customer service. Multitasking and prioritizing. Flexibility Familiarity with Microsoft Office. Problem-solving. Ability to work under pressure. Attention to detail. Booking meetings Arranging and forwarding phone calls. Arranging tax invoices and receipt

## INTERESTS

- Reading
- Cleaning
- Researching

## MARITAL STATUS

- Single

## NATIONALITY

- Philippine