

Robanie Baque Perez



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📍 Al Rigga, Deira, Dubai, United Arab Emirates

📅 03 Oct 1982 🚩 Filipino

💍 Married ♀ Female

📄 PROFILE

I am a motivated, well-presented, and hardworking professional with a strong dedication to fostering positive guest and client relationships. Energetic and outgoing, I bring a systematic and proactive approach to any role. I am now seeking a position where I can leverage my experience and contribute to the ongoing success of your business.

🎓 EDUCATION

Bachelor of Science in Customs Administration

*Lyceum of the Philippines
University*

Batangas, Philippines

High School Diploma

*Dacanlao Gregorio Agoncillo
National High School*

Batangas, Philippines

🌐 LANGUAGES

- Tagalog
- English

👜 PROFESSIONAL EXPERIENCE

Receptionist

Groom Up Women Salon

Aug 2024 – present | Dubai Silicon Oasis, Dubai, UAE

- Greet and welcome clients as they arrive, ensuring a friendly and professional atmosphere.
- Answer phone calls, respond to inquiries, and schedule appointments for clients.
- Manage the salon's appointment book, ensuring efficient scheduling and minimal wait times.
- Provide information about salon services, promotions, and pricing to clients.
- Maintain the reception area by keeping it clean, organized, and stocked with necessary supplies.

Assistant Nurse

Munich Medical and Rehabilitation Center

Oct 2021 – May 2024 | Al Ain, Abu Dhabi, UAE

- Assisted doctors with daily duties and supported them during minor procedures.
- Prepared patients for ophthalmology tests and maintained all operating equipment and instruments.
- Educated patients on procedures and care, and documented their medical history accurately.
- Recorded patient information and ensured observation and operating rooms were prepared and cleaned.
- Maintained a sterile environment by following protocols and supported the team during patient examinations and treatments.

Cashier / Sales Associate

Al Ain Cooperative Society

Nov 2011 – Aug 2021 | Al Ain, Abu Dhabi, UAE

- Greeted and assisted customers, ensuring a positive shopping experience and promoting special offers and product recommendations to enhance sales.
- Processed sales transactions by scanning items, totaling purchases, and collecting payments in cash, checks, or change, ensuring accurate transactions.
- Balanced the cash drawer at the start and end of each shift to maintain cash handling accuracy.
- Maintained checkout operations by adhering to company policies and procedures.
- Reported any required changes to ensure smooth operations and compliance with company standards.

🧠 SKILLS

- Customer service skills
- Ophthalmic instrument expertise
- Medical history documentation
- Assisting in minor procedures/surgeries
- Cash handling and transaction accuracy
- Room preparation and organization

✍️ DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge.