

REVEN MARCHAN DEQUITO

Al Quoz 1 • Dubai, United Arab Emirates • **0566950358** •

revendequito2022@gmail.com



▼ Objective

Available to join immediately with Own Visa and Emirates ID expiring in 2026

Hardworking, flexible, intelligent, confident, honest, skillful, helpful, respectful, loyal, kind person ensuring that I would be valuable and of great contribution to the vision, mission and principles of your esteemed company.

▼ Experience in UAE – 14 YEARS

2009–2024

Sales Officer • Assistant Manager • Abu Dhabi National Oil Company (ADNOC)

Managed the overall smooth operation and manpower including administrative, clerical, supervision of general office tasks, sorting mails, filing documents, entering data, replying to emails.

▼ Education

Notre Dame of Marbel University, Philippines

- Bachelor of Arts Major in History, 4 year course
- Diploma in Phlebotomy, 2024
- Certificate in Nursing Assistant, 2023
- Internship in Nursing and Phlebotomy, 2024

▼ Seminars/Trainings

Customer service, risk assessment, basic first aid, basic firefighting, accident and incidental knowledge, microsoft office Nursing and phlebotomy knowledge and skills, handling patients, drawing blood, vital signs, bed making, patient care, hygiene, safety, giving medications.

▼ Basic Information

Date of Birth: April 21, 1982

Nationality: Philippines

Status: Single

Dependent in UAE: 4 months baby girl

▼ References

[Available upon request.]