




VALEN VILLANUEVA AGUS

Profile

To enhance my professional skills and a dynamic and fast pace workplace.

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 Khalidiya street
Abu Dhabi UAE

Education

Bachelor of Secondary Education
Isabela State University
San Mariano Campus
Isabela Philippines

2003-2007

Expertise

Hardworking, Telephone skills, Verbal
Communication

Listening Professionalism

Customer focus

Organization

Informing others

Can work under pressure

Supply management

Languages

English

Arabic

Work Experience

Working as a personal assistance at

Dubai UAE ALgurair group 2017-2022

- Assist with special project as a required in support capacity.
- Process executive communication and correspondence for the key updates and inquiries.
- Draft daily memos
- Manage executive calendars to accurately assess availability.

Customer Service/Receptionist /Dr.

Assistant/Pharmacy Assistance

(Blood cupping/hijama) at AL RAHMA

MEDICAL CENTER ABU DHABI 2010-2014

- Promoting a positive image of the clinic through friendly and professional demeanor.
- Answering calls and responding to queries
- Scheduling appointments follow up calls and reminders..
- Managing patient flow in clinic.
- Maintaining the medical records of patient.
- Taking payment for medical services.
- Maintaining a friendly and professional environment.
- Coordinating with other department to ensure smooth flow of patients.
- Ensuring that the reception are well maintained and welcoming patient.
- Handling administrative duties such as filling paper works and data entry.

Work as a Private Tutor in Al Ain UAE 2007–2010

- Identify students individual learning needs.
- Ensure the study environment is safe and secure.
- Collaborate with leave teacher to recognize issues students are facing and recommends solutions.
- An ability to build good working relationship with both pupils and adults.
- Good organizational skills.
- Flexibility and creativity.
- Working with the students to improve their skills in certain subjects.

SM–Supermarket Sta. Mesa manila, Philippines 2007

- Greeting Customers
- Provide offers information
- Assist customers
- Follow supermarket policies
- Check Stocks
- Guide customers, solve Customers query
- Demonstrate items
- Ensure Damage & Expiry products
- Ensure price change
- Cleanliness and maintenance

Catering Staff in all Occasions, Philippines 2003–2007

- Set up tables, linens and chairs in the event space.
- Greet and welcome guests and respond to questions.
- Served food and beverage in a designated order and timely manner.
- Clear and clean dining tables.
- Support work processes to address hygiene and quality issues.
- Coordinating meal preparation.
- Managing event schedule and food preparation timeline.

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Applicant