



MA. LOUWENN KRISKA TANTIANGCO

Experience

Al Madar Medical Center-Sharjah

Secretary/HR Administrator /Administrative Assistant

- Reporting directly to Medical Director.
- Personal Secretary of Medical Director
- Computation for the overtime and leave payment of all staff.
- Arranging for the staff leave.
- Responsible for Employees documents requirements
- MOH Licensing processing works
- Doctors Moh License Renewal
- Staff Nurses/technician Moh License Renewal
- Wekaya Documentations and renewal
- Civil Defense Documentations
- Company flat documentations for renewal
- PRO Coordinator
- Application for New staff Visa, Labour Card and EID documentation.
- Application for the staff visa and labour card renewal
- Application for the Staff/Company Insurance documentations
- Company documents controller
- Responsible for new staff recruitment from start to end
- Arranging memos, circulars and certification
- Maintaining in and out of the employees record
- Motivating, training & Counseling employees
- Have knowledge in Insurance.

Dar Al Jazeera Documents Clearing Services

Secretary | Consulate | Administrative
February 2014– December 2014

Consulate (Tah'seel)

- Preparing all the documents required for designating jobs in Tah'seel (Applying new employees, renewal of labour card, requirements in Immigration card , amendments in company labour card.)
- Attending incoming and outgoing calls, answering customer queries regarding vise application process and documents



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Achievements

Awarded for a job well done for Daman reconciliation year 2016-2017, which we received around 75% payment recovered.



Skills

- Team Management
- Customer Relationship Management
- Motivating People
- Staff Visa processing (PRO PROCEDURE)
- Ministry of Health Licensing
- Insurance Coordinator
- Decision making
- Ability to work under pressure
- Online Marketing

required.

- Calling customer to inform them regarding their appointment time to consulates.
- Typing all visa applications online and preparing all the documents that the customers needed on their appointment for interview.
- Visa information guidance
- Visa application assistance
- Arrange and confirming consulate appointments, Hotel and airline booking.
- Meet the clients at the consulates for their appointment to hand over all the documents.
- Collecting passports of the client in consulate
- Submitting and giving follow ups to Tah'seel.

Administrative (Finance)

- Handling petty cash of the company.
- Register the daily income and expenses.
- Received payment from the customers and making invoices and receipts vouchers.
- Preparing cheques voucher and deposit to company accounts.
- Reporting all the personnel matters direct to General Manager.
- Preparing petty cash for the staff member's allowance.

Babel Cosmetics Trading

Marketing Executive

Sharjah,UAE

2013-2014

Lulu Hypermarket,Khalidiyah Mall

Customer Service, Front Desk

Abu Dhabi,UAE


2011-2012

Lulu Hypermarket,Khalidiyah Mall

In- Charge Ladies Department

Abu Dhabi,UAE

2007-2011





Education

Batangas States University

Bachelor of Secondary Education

2003-2005 (undergraduate)

Training & Skills:

CPC Certification Preparation(Member of AAPC)

AL Talouk Medical Coding Training (Dubai UAE)

November 2018

Ministry of Health Training and Development Center

(Sharjah- UAE)

Architectoral and Technical requirements of Healthcare
Facilities

August 2018

Wekaya Training (Sharjah UAE)

Healthcare Waste Management Training and Awareness program

May 2018

Basic Fire Fighting Training Course

Rukn Al Ibdaa Training (Sharjah UAE)

August 2017

Personal Computer Networking

Filipino association for Philippine Embassy (Abu Dhabi UAE)

September 2012

Customer Service Training

Lulu Hypermarket Khalidya Mall Training Center (Abu Dhabi UAE)

July 2012

International Computer Driving License (ICDL)

Filipino association for Philippine Embassy (Abu Dhabi UAE)

International Computer Driving License (ICDL)

June 2012

References

[Available upon request.]

