



# 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

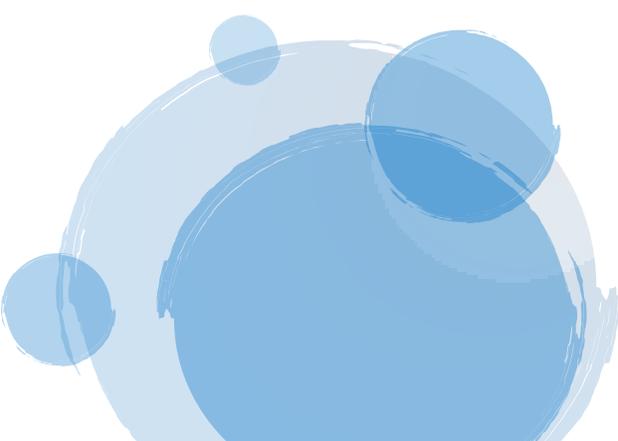
2011-2012

## **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)**

Architectural 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.]

