

# CURRICULUM VITAE

## NOMER HUBILLA BARCETA

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### PROFILE

To be in role where I can apply knowledge work experience in helping the organization meets its goals and objectives.

- To utilize my knowledge, expertise and attitude in communicating to people where I can share my advocacies. Towards promotion of the company.
- Give the best of my idea and capability and be an asset to the institution by working with dedication and hard work.
- Skilled in providing exceptional customer experience.
- Has capacity and ability to work cooperative with others.
- Self-motivated, energetic and dedicated towards every assigned task.

### PERSONAL DETAILS

Date of Birth : 28/01/1993  
Gender : Male  
Nationality : PHILIPPINES  
Marital Status : Single  
Religion : Catholic  
Passport No : P8387597B  
Language : English, Filipino  
Skills : computer literate & Microsoft Word, Excel)

### EDUCATIONAL QUALIFICATION

- **TERTIARY COURSE**  
Bachelor of Science and Nursing albay Immaculate Conception College of Albay - Philippines, 2012-2013 4 years course.
- **SECONDARY**  
Bicol University integrated laboratory high school  
2002-2009 Elementary - Bicol University Integrated Laboratory School (1999)

### SKILLS/ABILITIES

- Skilled in providing exceptional customer service.
- Quickly responding to customer complaints request and comments.
- Developing customer's Standards, service procedures, Policies and Standards.
- Always putting the customers first.
- Proficient in writing and operating computer MS WORD, MS Power Point and Excel.

## **WORK EXPERIENCE**

### **INFOSAT LIMOUSINE (QATAR)**

Position : Driver

Duration : 2017 – 2020

#### **Working Responsibilities**

- Handling Costumers
- Pick and Drop Children

### **ABUISSA HOLDING GROUP (QATAR)**

Position : E – Commerce

Duration : 2020 – 2024

#### **Working Responsibilities**

- Delivery the item is in good conditions.
- Get the payment in exact amount.
- Good customer's service.
- Handling Cidgid New System
- Customers Concern
- Up To Date Report
- Handling and Preparing for Delivery's

## **SEMINAR / TRAININGS ATTENDED**

- An active facilitator in the Department of Nursing.
- Well trained in Red Cross training Program in Bicol.
- Assistant nursing aid in San Lazaro.
- Psychiatric Nursing: Mental Disorder, Diagnostic and Management.
- Breast Cancer in Update of latent Trend in Breast and lungs Cancer Management.

## **SUMMARY OF QULIFICATION**

- with an academic degree awarded on Satisfactory
- Completion of 4-year course of Bachelor of Science & Nursing.
- With experience in handling patients concerns regarding health and give certain advices to the youth concerning Health style.
- attentive in keeping records and documenting cases regruning management attention
- Responsible in evaluating incidents and takes Spedy action in restoring of amending such incidences.
- Highly skilled in dater keeping and making reports that has given

## **DECLARATION**

I believe in my qualities and I can serve at my best I do hereby declare that the above-mentioned information is correct up to my knowledge.

  
Nomer Hubilla Barceta