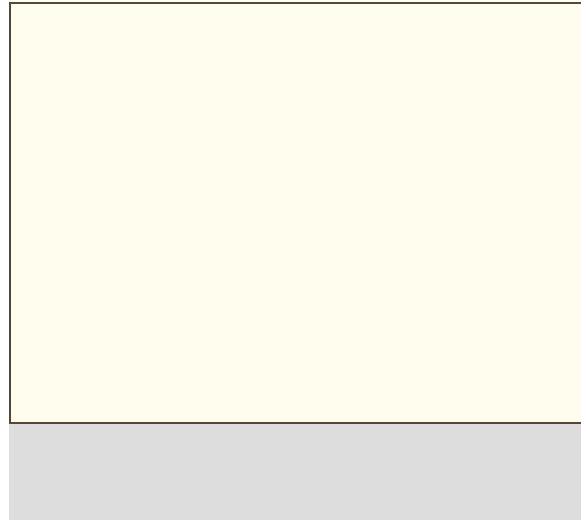


NONADEL R. BISIG



PhotoScan by Google Photos



Position Desired ▼

Administrative/Personal Assistant

Career Objective ▼

Seeking position in a firm that offers growth potential in an organization where opportunities are well matched to my abilities.

Work Experience ▼

Initiative Media Middle East FZ LLC United Arab Emirates – TECOM, Dubai Personal Assistant to the Regional Managing Director and CFO	March 2015 – January 2018
Initiative Media Middle East FZ LLC United Arab Emirates – DMC, Dubai Receptionist	April 2008 – March 2015
The Fairmont Hotel and Resorts United Arab Emirates – Dubai Bartender	September 2005 – March 2008
Convergys Philippines – Makati City In – bound Sales Agent	June 2005 – July 2005

Education ▼

ROMBLON STATE COLLEGE

March 1999

Odiongan, Romblon, Philippines

Degree: Bachelor of Science In Business Administration
Major in Management

Training Attendant ▼

Global Data Protection & Privacy Course

Initiative Media – Dubai, UAE

IPG Code of Conduct Course

Initiative Media – Dubai, UAE

Medic First Aider Training Course

Dubai – UAE

Microsoft Excel – Basic

Initiative Media – Dubai, UAE

Microsoft Power Point Basic & Advance

Initiative Media – Dubai, UAE

Microsoft Project

Initiative Media – Dubai, UAE

Wine Set Training - Pass

United Arab Emirates – Dubai

Absolut Training

United Arab Emirates – Dubai

Whisky Training

United Arab Emirates - Dubai

Bar Service (Sharp-Karilagan Training Academy Inc.)

Manila – Philippines

Cigars (Habanos Orientation and Training Program)

United Arab Emirates - Dubai

OJT – Data Encoder (Loan Department)

Land Bank of the Philippines – Odiongan, Romblon – Philippines

Relevant Skills and Interest ▼

Fast Learner and willing to be trained

Flexible and adaptable to a changing needs of the environment

Ability to communicate effectively to people of different nationalities

Interested in teaching, computers, sports and music