

# **SAGUIARA KAHAR MEDINA**

B1 L22 Lakersfield Homes Brgy. Toclong Kawit, Cavite  
Mobile No. 09177028443

## **OBJECTIVE**

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To secure a position within the operation where I can enhance my career and develop my skills.

## **JOB DESCRIPTION**

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- Hardworking, thorough, accurate and flexible
- Willing to undergo seminar if needed
- Ability to quickly learn new system and procedures
- Proficient and can work minimal supervision
- Excellence in Computer Accurate and Office Work

## **EDUCATIONAL BACKGROUND**

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- University of Mindanao – Cotabato City  
Bachelor of Science in Commerce  
Major in Management  
2002 (Undergraduate)
- Cotabato City State Polytechnic College  
Bachelor of Science in Agriculture  
Major in Extension  
2001
- Cotabato City National High School – Main Campus  
1997
- Datu Siang Elementary School  
1993

## **WORK EXPERIENCE**

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- July 2011 to February 2012 – Community and Family Services International (CFSI)  
Job Description: Field Assistant
- May 2009 to March 2011 – Al Nakheel Center – Medical Bashar Bizrah / Medical Professional Clinic, Jeddah, Saudi Arabia  
Job Description: Secretary, Computer Technician – Modifying patient's picture, Taking Picture of patient - Pre Operation and Post Operation
- January 2009 to April 2009 – Asian Clinic – Head Office  
Jeddah Saudi Arabia  
Job Description: Secretary to the General Manager

- November 2006 to December 2008 – Al Baroom Company  
Speaking Roses Division – Jeddah Saudi Arabia  
Job Description: Secretary, Accountant, Organize and Maintain filing system, Preparing/File Office Correspondence and other records, Coordinates managers schedule and appointments, Issuing of Invoices, Cashier, Laser Machine Engraver
- June 2006 to October 2006 – Al Ahram Travel and Tours Agency  
Head Office, Jeddah Saudi Arabia  
Job Description: Secretary, Data Entry (Daily Sales Entry)
- March 2004 to March 2006 – Buraidah Central Hospital  
Dietary Department – Riyadh Saudi Arabia  
Job Description: Food Server
- December 1999 to December 2003 – Ultralink Internet Café  
Cotabato City, Philippines  
Job Description: Cashier, Computer Encoder
- April 1996 to May 1996 – Cotabato City Prosecutors Office  
Job Description: Asst. Secretary
- April 1994 to May 1994 – Cotabato City Engineers Office  
Job Description: Field Surveyor

## **SKILL**

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- Microsoft Office Knowledge
- Speed in Typing

## **CHARACTER REFERENCES**

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- **Miriam Joy Ibanez**  
Professor  
Cotabato City State Polytechnic College
- **Cpl. Abdulmanan E. Ayob**  
Armed Forces of the Philippines