

CURRICULUM VITAE

Maria Criselda Garcia Landingin



Personal Information:

Nationality: Filipino
Gender: Female
Languages Spoken: English, Filipino

Current Address

Al Twar 3, Dubai, U.A.E.
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Objectives

- ✦ To manifest my strong desire to be more productive, excellent and effective individual
- ✦ To find a stable career pathway and build as well a vital existence in the workplace
- ✦ To magnify and apply my talents and acquired skills from various industries to establish a more efficient image of an asset employee for the company

Educational Qualification

- ✦ **Master in Public Administration**
(Polytechnic University of the Philippines)
Completed academic units
- ✦ **Bachelor of Arts major in Political Science**
(National College of Business and Arts)
Gold Medalist for Academic Excellence

Work Experience

- ✦ **TEAM LEADER – NURSING WARD CLERK**
Canadian Specialist Hospital
Abu Hail, Dubai, UAE
April 2021 – December 202

Role Details:

- Reports directly and assists the Director of Nursing in the workflow of the Nursing Department
- Responsible for the monthly duty rota of the Nursing Department
- Provides administrative and clerical support for the Nursing Department e.g. preparation of each unit's Annual Leave Planner, etc.
- Helps the Nursing Director in the interview of the applicants (Nursing Department posts) and coordinates with the HR regarding the interview result / process
- Assists and helps the Nursing team (Nurse Supervisors, Nurses-in-Charge, Nurses, Ward Clerks, Service Assistants, Porters, and the others)
- Provides support during accreditation site visits and state audits
- Schedules and assists in the preparation and organization of committee/departmental meetings
- Provides assistance in the CSH Training Center for life support courses

TEACHER ASSISTANT

Al Ruwaidha School
Sharjah, UAE
June 2018 – February 2021

Role Details:

- Assists the Arabic teacher in the daily routine of the class
- Works with the Arabic teacher to enhance the learning process
- Helps the Arabic teacher to integrate different facets of learning in the course subject
- Creates a conducive and lively classroom environment for the kindergarten students to enable them to learn more and participate in the activities

HR ASSISTANT / ADMINISTRATIVE ASSISTANT

Philippine Normal University
Manila, Philippines
(Office of the VP for Finance and Administration and Human Resource Department)
01 April 2005 to 31 August 2014

Role Details:

- Responsible in sourcing and selection process for various roles and requisitions
- Executes end-to-end recruitment life cycle process, screening and interviews, hiring, on boarding, employee relations and administrative functions
- In-charge of HR performance evaluation of employees
- Conducts and facilitates orientation and phase trainings for new hires and internal employees
- Assists in the various training development programs for the employees
- Maintains and updates the 201 files of all the employees
- Acts as Executive Assistant to the VP for Finance and Administration

+ RECEPTIONIST

Crown Optical / The Eyeshop Plus
Quezon City, Philippines
01 February 2001 to 11 April 2004

Role Details:

- Responsible for coordinating incoming and outgoing calls and correspondence
- Attends to staff, clients and visitors' inquiry / follow-ups in person or by telephone
- Provides administrative and clerical support
- Assists in product selling

Other Qualifications

- + Proficient in business correspondence and writing, training and development, employee and people relations, customer service
- + Has solid years of background in Recruitment and Talent Acquisition, Training and Development, Human Resources, Customer Service, Administrative functions
- + Adaptive, trustworthy and results-oriented
- + Highly dedicated and driven with passion and commitment
- + Modest and one who values integrity and trust

Character References

- + Miss Marjolyn Cabrera
Staff Nurse
Latifa Hospital, Dubai, UAE
+ 971 0562636041
- + Miss Daisybelle F. Solo
Teacher Assistant
Al Ruwaidha School
+971 582196078