



NELISSA MANUELA BADAR

Transferable Visa with NOC

PROFILE

To seek a position in a company where acquired experience and knowledge can be utilized properly.

To look for a position in a company where there is enough scope to contribute in the development.

To seek a job that can provide ample scope to face new challenges.

To seek for a new job in the IT industry that can offer a steady growth and new responsibilities.

CONTACT

PHONE:

(+974) 3059-0773

ADDRESS:

Madinath Khalifa North Doha, Qatar

EMAIL:

ela41692@gmail.com

EDUCATION

College of Immaculate Conception

Bachelor of Science Information Technology - Tertiary

SY 2008 - 2012

Cabanatuan City Nueva Ecija, Philippines

Saint Rose of Lima Catholic School- Secondary

SY 2004 – 2008

Santa Rosa Nueva Ecija Philippines

San Gregorio Elementary School – Intermediate

SY 1998 – 2004

Santa Rosa Nueva Ecija Philippines

WORK EXPERIENCE

Margalla Trading -Admin Assistant

Doha Qatar

August 10, 2023 –Present

- Assist Client and Employee
- Maintaining Office Supplies
- Scheduling meetings
- Maintains digital filing
- Enforcing office protocols and policies
- Preparing expense reports
- Book keeping

Pak Shamaa School - RECEPTIONIST

Al Mashaf - Al-warka Doha Qatar

October 1, 2020 - June 30, 2022

Duties and Responsibilities:

- Assist the parents and students for the fees and policy in the school.
- Making schedules for the bus timing of students and assistant teachers.
- Registration for students in our system.
- Helping teachers with the activities in every event of the school and decorating the rooms
- Communicate with the parents at every event in the school
- Answering /Phone calls and Receiving mails.

Amwaj Catering and Services- ADMIN/RECEPTIONIST

Qapco Club - Mesaieed Doha, Qatar

Health Club -GYM (Ladies & Gents)

Hotel Accommodation of Qapco

August 11, 2014 – April 30, 2020

Duties and Responsibilities:

- Assist our guest in front desk

- Answering /Phone calls and Receiving mails
- Reservations
- Manual and computerized booking systems
- Registration
- Front office accounting and cashiering.
- Encoding the Members/Guest in our system.

Holcim Philippines Inc. - ADMIN

Circumferential Maharlika High-way Cabanatuan City Philippines

January 13, 2014 – April 4, 2014

Duties and Responsibilities:

- Make daily reports for day and evening sales
- Assist customer in their product they need
- Make reports and do paper works and compile all receipt and documents needed.
- Monitoring our expenses in daily incomes
- Cashiering
- Sell cement and follow- up our customer through phone call
- Answering /Phone calls and receiving mails.

R.G. DELA CRUZ CONSTRUCTION- SECRETARY

Maharlika High-way , Sumacab Este,Cabanatuan City Philippines

May 8,2013 – January 4, 2014

Duties and Responsibilities

- Make daily record for expenses and incomes
- Make reports and do paper works for projects and other company related works
- Assist customers for business transactions
- Compile all receipts and documents needed in the company works

AMADA Plaza Hotel - RECEPTIONIST

Doña Adela Subd. Mabini Homesite ,Cabanatuan City Philippines

November 10, 2012 - March17,2013

Duties and Responsibilities

- Assist our guess in front desk
- Answering /Phone calls and receiving mails
- Reservations
- Manual and computerized booking systems
- Registration
- Front office accounting and cashiering

SKILLS

- Basic knowledge with programming language:
Visual Basic, HTML and PHP
- Basic knowledge with photo editing software and animation Software:
Adobe Photoshop
- Well versed with document editing software:
MS Word, MS Publisher, MS PowerPoint and MS Excel
- Efficient with Computer Trouble shooting
- Efficient in internet browsing

SEMINAR/TRAINING

Reception Training
Qapco Club –Messaieed, Qatar
February 12, 2020

PERSONAL INFORMATION

Nickname: Nhel / Nel
Age: 30
Birthdate: April 16, 1992
Nationality : Filipino
Religion : Roman Catholic
Sex: Female
Civil Status: Married
Height : 5'1
Weight: 70

REFERENCE

Mrs. Cynthia Magalong
Supervisor
PAK SHAMAA SCHOOL
Phone # (+974) 3001-9737

Mr. Ahmed Mousad Khalil Hassan
Location Manager
Amwaj Catering Services
Phone #:(+974)5515-2470

Mr. Mahmoud Hamdy Thabet
General Manger
Qatar Petrochemical Company
Phone # (+974) 5581 -5105

DECLARATION

I hereby certify that all above information is true and correct to best knowledge and beliefs.



Applicant's Signature