

NORSIMA MARDAN TAHER

Home add: Purok 2, San Pedro, Bustos Bulacan

CP. #: 09166779169

E-MAIL ADDRESS: norsimataher@gmail.com

Desired Position: **RECEPTIONIST**



PERSONAL DATA

Date of Birth:	October 21, 1984
Gender:	Female
Civil Status:	Single
Height:	5'5
Weight:	65 kg.
Nationality:	Filipino
Religion	Islam
Foreign languages	English, Arabic, Spanish, Korean, Bahasa
Local languages	Tagalog, Visaya, Maranao, Maguindanao

WORK EXPERIENCE

3.	Position:	VISUAL MERCHANDISER
	Duration:	January 7, 2020 – Oct 8, 2021
	Company:	Alhokair
	Company Industry:	Women's Fashion Brand
	Location	Madina KSA
	Department:	Stradivarius
	Job Description:	Display merchandise with visual appeals to attract customers. Integrate brand image in visual presentations throughout the stores. Innovate and implement seasonal merchandising presentations. Initiate unique visual presentations. Monitor merchandise inventories. Ensure replenishment of fast-selling items. Coordinate with stores manager on key visual merchandising efforts. Design and Implement key visual elements including styling of bust forms, leg forms and Henry hangers. Organize and adjust lighting systems to enhance visual elements. Ensure compliance of brand standards in visual merchandising efforts.

2.	Position:	RECEPTIONIST
	Duration:	September 19, 2017 – December 29, 2019
	Company:	Palm Plaza Hotel
	Company Industry:	Hospitality
	Location	Mabini Metro Manila
	Department:	Front Office
	Job Description:	Must possess a positive and upbeat personality with a desire to deliver outstanding customer service to the guests
1.	Position:	RECEPTIONIST
	Duration:	June 28, 2008 – June 30, 2013
	Company:	Arabian Gulf
	Company Industry:	Ohud
	Location	Madina KSA
	Department:	Reception
	Job Description:	<ul style="list-style-type: none"> • Welcoming patients, pharmaceutical representatives and vendors on the telephone and in-person visitors and answering patient inquires • Scheduling appointments for patients • Maintaining records and accounts of patients • Assisting patients in filling medical forms • Processing different payments for patients • Transcribing physician notes • Answering multi-line phone and transferring calls to direct and departments • Maintaining the confidentiality of patient and doctor's information • Preparing customer bills and specimen labels for the next day's patient • Keeping track of office supplies, inventories and placing orders as necessary • Ensuring maintenance of the reception area • Updating patient insurance information

EDUCATION		
	Highest Education	Second Highest Education
Education Level:	Vocational	Bachelor's / College Degree
Course:	Engineering Technology	Bachelor of Science in Hotel and Restaurant Management
School/University:	Mindanao State University	Mindanao State University
TRAININGS/SEMINARS		
NC2 (TESDA)	Front Office Services	Nov 16, 2014 – Nov 16, 2019
NC2 (TESDA)	Office Application	March 29, 2015 – April 9, 2015
NC2 (TESDA)	Housekeeping	May 16, 2015 – May 16, 2020
NC2 (TESDA)	Bread and Pastry Production	Oct 11, 2014 – Oct 11, 2019
NC2 (TESDA)	Cookery	April 19, 2015 – April 19, 2020
Certificate of Completion	Basic Course in Food and Beverage Service	March 9, 2005
Certificate of Attendance	Customer Service with a Heart Seminar	January 28, 2005
Certificate of Participation	Management Information System	May 12, 2017
Certificate of Participation	Events Management: A Career Beyond	October 5, 2014
Certificate of Participation	Thinknology	October 4, 2014
Certificate of Participation	Cost Control Made Easy	October 5, 2014
Certificate of Participation	Establishing and Comprehending Business Intellect on Emerging Information System and Database Management	April 4, 2017
Certificate of Participation	Events Management	November 6, 2015
Certificate of Participation	Technology Shaping Today's Corporate World	April 4, 2017
Certificate of Participation	Reminiscence of the Classic in the Modern World	March 18, 2014
Certificate of Appreciation	Fine Dining Event	April 29, 2017
Certificate of Participation	Opening Young Minds in the World Travel and Business Industry	March 23, 2015

Certificate of Participation	A Revisit to Meranao Culture Cuisines	September 18, 2013
Certificate of Participation	International Internship Orientation Seminar	September 30, 2015
Certificate of Participation	Public Speaking	October 2, 2014
Certificate of Participation	Community Based Sustainable Tourism and Local Tour Guiding: Their contribution to the Economic Development of the Philippines	December 5, 2015
Certificate of Participation	Stress Management Workshop	July 28, 2013
Certificate of Participation	Let's go Blue: Getting Hooked in Curbing Water Pollution	March 7, 2015
Certificate of Attendance	Seminar on Taxation, Land Reform, Cooperatives and the Role of Bangko Sentral ng Pilipinas (CBSP)	February 5, 2014
Certificate of Participation	Seminar Workshop in Dance Sports	February 8, 2002
Certificate of Attendance	Symposium on International Humanitarian Law	November 9-10, 2015
Certificate of Attendance	How to Study Effectively	June 25, 2004
Certificate of Attendance	21 st Insan Summer Remedial Class	May 24, 1999
Certificate of Participation	Debater in Battle Royale: The 3 rd Intersection Debate Competition	April 29-30, 2017
Certificate of Participation	LDS Physical Fitness Program Para Sa Kinabukasan ng Kabataan Laban sa Droga	December 10, 2003

AVAILABLE DOCUMENTS

Passport

Number:	P1094529B	Expiry Date	March 17, 2029
Place of Issue:	DFA Cagayan De Oro	Date of Issue:	March 18, 2019
NBI#	26480717	Expiry Date	June 2, 2023

Place of Issue:	Iligan City	Date of Issue:	June 2, 022
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