



DULCE AGUJAR CAVAN

RECEPTIONIST/CLERK

CONTACT

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Al Amir, Muhammed ibn Saud, Dammam, Kingdom of Saudi Arabia

SKILLS

- Proficient in MS Office Applications
- Communication Skill
- Professional Fluency in English & Filipino
- Time Management
- Multitasking Skill
- Basic Knowledge of ERP System – Oracle
- Team Player
- Customer Service

EDUCATION



1998 – 2001

Bachelor of Secondary Education

Major in English Literature

University of Cebu - Philippines



WORK EXPERIENCE

Ward Clerk and Time Keeper

APRIL 2023 – PRESENT

Al Salam Hospital – Al Rakah, Khobar, Saudi Arabia

- Provided administrative support to healthcare professionals.
- Managed patient records and coordinated schedules for procedures.
- Maintained accurate data entry in Oracle ERP for attendance and monthly scheduling.
- Monitored staff schedules and tracked absences.
- Delivered excellent customer service.
- Ensured the unit was stocked with necessary supplies.

Stewardess/Host

February 2022 – February 2023

Daskalide's Chocolatier – Khobar, Saudi Arabia

- Assisted customers with product inquiries and orders (in-store and online).
- Promoted and upsold products to guests.
- Supported daily operations and order fulfillment.

Hotel Specialist / Telephone Operator

December 2019 – January 2022

Radisson Blu Hotel Half Moon Bay – Saudi Arabia

- Welcomed and assisted visitors at the front desk.
- Handled incoming calls and email correspondence.
- Provided guest assistance within the spa area.

Receptionist/ Spa attendant

2014 – 2019

Sheraton Hotel - Dammam, Saudi Arabia

- Assist the guests inside the spa.
- Attend the needs and concerns of guests, whenever necessary.
- Logs attendance and records guests' contact information for future promotions.

Receptionist

2012 – 2014

The Dollhouse Dubai – Dubai, United Arab Emirates

- Greeted guests with professionalism and warmth.
- Handled incoming calls and processed customer payments.
- Provided high-level customer service.

Cashier / Receptionist

2010 – 2012

Starlounge Beauty Center – Dubai, UAE

- Managed front desk and customer interactions.
- Processed payments and issued receipts.
- Answered calls and provided client support.