

# LIBERTY HANNA PERPETUA

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## OBJECTIVE

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**To Excel in any field with Hard work, Perseverance and Dedication.**

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## EXPERIENCE

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### E-Commerce Personal Shopper /Customer Service/ PICKER

Instashop/ Tasc Abu Dhabi, Uae. Aug 2021-August 2023

- Coordinated purchasing and delivery of items to customers.
- Assisted with collection, loading, and acceptance of payment for pick-up and delivery orders.
- Maintained positive working relationships with customers, team members, and leadership.
- Received work assignments from order system to fill orders.
- Stored product correctly in staging area, following safety guidelines.
- Utilized selection process for products within store and bagged products following bagging standards.

### Office Assistant/Office Girl

Tawjeeh Abu Dhabi Uae August 2020-August 2021

- Answered incoming calls promptly and professionally; took messages or transferred calls to appropriate personnel.
- Performed data entry tasks with accuracy and speed utilizing MS Office applications such as Word, Excel, PowerPoint.
- Organized and maintained filing systems to ensure efficient document retrieval.
- Offers Coffee, tea and ghawa
- Maintain the cleanliness of the office desk.

### Administrative Assistant

Ourjuwan Photography March 2018- June 2019

- Maintained files and filing, keeping sensitive information confidential.
- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.

- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.
- Assisting my boss during photoshoots.
- Maintained calendars and schedules to set appointments for management team.
- Maintained office inventory by assisting with supply orders.

### **Teaching Assistant**

Math Polar tutorial. 6mos.  
Hamdan, Abudhabi

- Provide support to the students and class teachers of the school inside and outside the classroom
- Assisting teacher and students with the daily activities.
- Helps the teacher prepare the materials needed.
- Set up classrooms ready for lessons.
- Lead classes activities with help from the teacher.

### **Healthcare/ Caregiver**

Cagayan de Oro Jr Borja Hospital

- Observing monitoring and record patient's conditions by taking temperatures, weight and temperature. Bps.
- Assisting with clinical duties. (Personal Care, prevention and control food and personal hygiene, comfort and safety.
- Assisting with meal preparation. Communicating with relative and family about his condition.

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## **EDUCATION**

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Global Torch Institute

Hamdan Abu Dhabi

Basic HealthCare August 2022

### **Alternative Learning System**

Cagayan de Oro City 2017

Basic HealthCare

### **Ateneo de Cagayan Xavier University**

Bachelor of Science in Psychology 2015

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## **AWARDS AND ACKNOWLEDGEMENTS**

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- Youth leader in Community – Sangguniang kabataan Cagayan de Oro City Barangay 18 2007-2010
- Team Leader Board member Cagayan de Oro City