**Hannie**

[Hannie.150368@2freemail.com](mailto:Hannie.150368@2freemail.com)

**Objective**

To obtain a responsible and challenging position where my administrative skills can be fully utilized to benefit the company.

**Work Experience**

**2015 - 2017** **Receptionist / Administrative Officer**

Al Borj Medical Center

May 2015 - May 2017

**Job Description:**

- Greet and welcome guests as soon as they arrive at the clinic  
- Answer, screen and forward incoming phone calls  
- Organize and schedule booking appointment of the patients  
- Direct patients and guests to the appropriate doctor and clinic  
- Provide accurate information in-person and via phone/email  
- Order front office supplies and keep inventory of stock  
- Perform other clerical receptionist duties such as filing, photocopying, and faxing  
- Maintain patient contact lists

**2012 - 2015 Nurse / Paramedical Assistant**

## St. Luke’s Medical Center Extension Clinic

## November 2012 – February 2015

**Job Description:**

**-** Provide quality medical service for Canada, Australia and New Zealand applicants.

- Performs clerical duties such as receiving Canada, Australia and New Zealand applicants at the reception, answering telephone inquiries, checks the completeness and accuracy of the medical reports before sending to the Canada and Australia Embassies through E-medical, calling the applicants for follow up, instructing applicant’s with the further examinations they need to undergo as per guidelines of Canada, Australia and New Zealand Embassies. Performs Electocardiogram for Canada, Australia and New Zealand applicants. Maintains customer confidence and protects operations by keeping information confidential. I am also assigned to verify the case / medical reports of the applicants to Canada, Australia, New Zealand Embassies through our Nurse Manager.

**Education**

**2017 – 2011 Bachelor of Science in Nursing**

Far Eastern University, Manila, Philippines

**2003 – 2007** **Secondary Education**

St. Scholastica’s Academy, Pampanga, Philippines

**Skills**

* Computer literate and proficient in Microsoft Office (Word, Excel, Powerpoint)
* Proven ability to do multitasking and handle responsibilities efficiently
* Excellent written and verbal communication skills
* Highly trainable and fast learner

**Licenses**

Registered Nurse, Philippines, 2012

**Personal Information**

Gender: Female

Status: Single

Availability: Immediately