**Gulfjobseeker.com CV No:** **938490**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**OBJECTIVE** : An entry level position that will allow me to gain valuable work experience and a job

 that will enable me to grow as a goal-oriented individual and be able to contribute

 for the growth of the company.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Science in Nursing**

 2003 - 2007

 Ago Medical and Educational Center

 Bicol Christian College of Medicine

 Legaspi City, Philippines

 **Food and Beverage Services**

 May 13, 2009 - July 24, 2009

 TESDA – National Certificate II (NC II)

 Belen Baylon Francisco Foundation, Inc.

 Daraga Albay, Philippines

**WORKING EXPERIENCE:**

* **Pharmacy Assistant / Cashier**

July 1, 2010 to September 10, 2012

Mercury Drug - Bicolandia Drug Corporation

Legazpi City

* Giving information about the prescription given by the doctor.
* Extracting information regarding of what is needed by the costumers
* Doing inventory and looking of the expiration about the stock inside the pharmacy
* Demonstrate or explain products, methods, or services to persuade customers to purchase products or use services
* Provide product samples, coupons, informational brochures, or other incentives to persuade people to buy products
* Recommend, select, and help locate or obtain merchandise based on customer needs and desires
* Set up and arrange displays or demonstration areas to attract the attention of prospective customers
* **Waiter / Service Crew**

September 16, 2009 to March 27, 2010

Max Restaurant

Legazpi City

* Perform workplace and safety practices
* Perform skirting and designing about what the party is needed
* Provide effective costumer services
* Provide link between kitchen and service area
* Develop and update food and beverage knowledge
* Providing the comfort of the costumer inside the service area
* **Admin Assistant**

Liberty Commercial Center

Legazpi City

January 2009 to July 2009

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors
* Coordinate and maintain records for staff office space, phones, and office keys
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
* dealing with correspondence and writing letters,
* typing letters fast, produce reports, documents and presentations
* creating and maintaining office systems to deal efficiently with paper flow
* maintain hard copy and electronic filing systems
* **Receptionist**

Legazpi Eye Center

Legazpi City

April 2008 – October 2008

* Receiving Visitors and Answering Queries
* Preparing Referrals and Returns
* [](http://www.blurtit.com/q953583.html%22%20%5Cl%20%22#" \t "undefined)
* Data entry, filing, typing documents, and other miscellaneous clerical tasks.
* Answering and directing calls, greeting visitor’s, handling inquiries from the public, and providing information relating to the company.
* filling of documents, knowledge in setting up a filling system
* **Nursing Assistant**

March 2007 to February 2008

Pioduran Memorial District Hospital

Pioduran Albay

* Cleaning all the supplies and utensils in any part of the hospital
* Giving medicine to cure the patient’s illness
* Willingness to undertake tasks other than usual assignment
* Assisting the doctor for what the patient’s needed

**SEMINARS AND TRAINING ATTENDED:**

* **Taking Sides: Science and Technology and Society….. its future**

Oval Building, Ago Medical and Educational Center

Legazpi City

February 11, 2004

* **Managing Stroke**

Albay Astrodome, Legazpi City

July 2, 2005

* **Professional and Personal Adjustment**

Ago Medical and Educational Center, Legazpi City

June 2 & 3, 2006

* **Basic Life Support Training and Seminar**

Ago Medical and Educational Center

Legazpi City

**PERSONAL DATA:**

 Age: 25 years old Weight: 129 lbs.

 Date of Birth: January 9, 1987 Civil Status: Single

 Place of Birth: Zone 4 Pioduran Albay, Philippines Citizenship: Filipino

 Gender: Male Religion: Christian

 Height: 5’4”