**Gulfjobseeker.com CV No:** **1004904**

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**Career Objectives**

*To utilize my technical skills, capabilities and responsibilities for the benefit of the organization.*

**Education**

**San Pedro College**

Bachelor of Science in Physical Therapy, April 2001, Philippines

**Professional Experience**

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| **Office Assistant / Secretary***RDF Construction and Supply**Pioneer Drive Bajada, Davao City Philippines* June 16, 2010 – March 15, 2013Responsibilities: |
|  | * Encode estimates
* Carrying out tasks as required by Senior managers such as to follow up collections, permits, taxes, and etc…
* Receiving payments and Releasing payrolls
* Compute laborers salary from its time in /out report and properly recorded it
* Act as a representative during bidding of projects and other meetings for all Contractors in the Region.
* Responsible to take charge of the office when the Senior is out
* Answers phone calls and jot down pertinent information and for appointments and do booking when Seniors need to travel out of the country
* Make reports using MS Office Word and Excel
* Doing scanning and photocopying important documents for files
* Filing reports
* Reminding appointments to Seniors
* Keeping the office clean and presentable
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| **Physiotherapist Aide***Physiokinetic Therapy Clinic Inc.,**Quezon City Philippines* December 4, 2006 – October 1, 2009Responsibilities:* Assists in follow up functional and ambulation activities
* Application of specific heat, cold and whirlpool treatment, basic massage technique(Swedish),equipment maintenance with PT Seniors supervision
* Assists in Patient transfers and ambulation
* Suggests to adjust treatment procedures in accordance with the patient’s status
* May evaluate, develop or change treatment plan, or write discharge plan or summary upon approval of supervisor
* Maintains organized and cleaned environment
* Encodes client’s records
* Accepts payments and gives receipts when PT Senior is out and with permission

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| **Additional Experience****Assistant Coordinator / Secretary (Volunteer)***ESDRFII, Mindanao, Philippines**Doña Vicenta Road, Bajada, Davao City Philippines* March 2003 – August 2006Responsibilities:* Responsible in planning, coordinating, & monitoring of projects with our Seniors
* Ensure all operation is undertaken in a safe manner in accordance with statutory regulation and its health and safety policy
* Prepares and submit all pertinent project reports such as accomplishment reports,progress reports, inspection reports, etc.
* Encode client’s reports
* Follow-up request letters,permits and etc…
* Handles collection and reimbursement of financial matters
* Answers calls and queries.
* Arrange meetings, appointments, bookings, trainings, conference, program of our Seniors
* Keeping office clean and presentable

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| **Coordinator / Office Staff (Volunteer)***IGACOS INSTITUTION**Island Garden City of Samal, Davao del Norte Philippines* December 2005 – August 2006Responsibilities: |
|  | * Monitors newly entered Clients
* Arranged and Supervised activities such as Medical and Dental mission,meetings, conference, programs and others
* Maintained cleanliness and policy inside the institutions
* Maintained health and safety of clients
* Kept records on both financial and non-financial
* Prepares and submit all pertinent reports such as accomplishment reports, clients records, progress reports & etc…
* Encoding and filing client’s reports
* Handles collection and reimbursement of financial matters
* Answers calls and queries
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**Coordinator Assistant / Office Assistant (Volunteer)***MEDICAL ASSOCIATION (District level)**Quirino, Davao City Philippines* February 2002 – August 2006Responsibilities:* Supervised, arranged and coordinates activities during medical and dental missions, meetings, conferences, programs and others
* Kept financial and medical records .
* Prepares and submits all pertinent reports of all activities and of each client.
* Encoding and filing of client’s reports
* Maintained cleanliness and policy of the association
* Responsible in keeping the group and staff in good relation

**Technical Skills*** Knowledgeable in MS Office (Word & Excel)
* Type speed at 30+wpm
* Excellent in spelling, good in English and grammar , and have attention to detail
* Basic First Aid & Taking Vital Signs

**Personal Background**

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| Age | 34 |
| Citizenship | Filipino |
| Marital Status | Single |
| Gender | Female |
| Nationality | Filipino |
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