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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, 2013  Responsibilities: | | | | |  | * 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 | | | | **Physiotherapist Aide**  *Physiokinetic Therapy Clinic Inc.,*  *Quezon City Philippines* December 4, 2006 – October 1, 2009  Responsibilities:   * 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  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Additional Experience**  **Assistant Coordinator / Secretary (Volunteer)**  *ESDRFII, Mindanao, Philippines*  *Doña Vicenta Road, Bajada, Davao City Philippines* March 2003 – August 2006  Responsibilities:   * 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  |  |  | | --- | --- | | **Coordinator / Office Staff (Volunteer)**  *IGACOS INSTITUTION*  *Island Garden City of Samal, Davao del Norte Philippines* December 2005 – August 2006  Responsibilities: | | |  | * 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 |   **Coordinator Assistant / Office Assistant (Volunteer)**  *MEDICAL ASSOCIATION (District level)*  *Quirino, Davao City Philippines* February 2002 – August 2006  Responsibilities:   * 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**   |  |  | | --- | --- | | Age | 34 | | Citizenship | Filipino | | Marital Status | Single | | Gender | Female | | Nationality | Filipino | |  |  | |  |  | | | | | | |