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**M WORK OBJECTIVE**

**To work in a challenging company that I can utilize my knowledge, skills, experiences to the best of my ability that offers a possibility for a career advancement as well as improve myself as a professional.**

**E**

**BACHELOR OF SCIENCE IN PHARMACY**

**University of Immaculate Conception**

**Davao City, Philippines (1998)**

**Board of Pharmacy:**

**Passed (July 1998)**

 **EDUCATION**

**WORK EXPERIENCE**

**AL NOOR HOSPITAL - AIRPORT ROAD**

**(July 2009 – Up to Present)**

**Medical Transcriptionist's (October 01, 2010 – Up to present)**

**Duties and responsibilities:**

* Processing efficiently medical reports, discharge summaries, operative reports, and other related correspondence from dictation and handwritten copy by doctor using computer.
* Transcribing machine-dictated medical reports and other documentations efficiently using medical terminologies.
* Following policies and procedures to contribute to the efficiency of the Transcription Department.
* Delivering transcribed discharge summaries and operative reports to doctors' clinics for getting stamp and signature.
* Making front sheet using ICD-9 codes and procedures before submitting to Medical Records Department.
* Must understand medical terminologies, anatomy, and physiology, diagnostic procedures, pharmacology and treatment assessments.
* Distributes and collects dictation and transcribed reports; follow up on Physician’s missing and/or late dictation.
* Maintain a clean and orderly work environment.

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**Medical Records Clerk (July 26, 2009- September 30, 2010)**

**Duties and responsibilities:**

* Maintain the tracer card system for medical file and ensure new medical files are prepared in advance in an appropriate manner.
* Handle efficiently all medical record file enquiries.
* Ensure that medical record files are intact and with no duplication.
* Ensure medical record numbers are issued individually.
* Respond to medical file requests from departments.
* Ensure all distributed medical files are retuned back to the department on a regular basis.
* Filing of medical records in numeric order.
* Carry out departmental clerical duties.
* Other clerical duties in the department as required.
* Scanning out-patient physical documents need to be uploaded to electronic medical record for the quality, access, storage and information in the healthcare settings for

 the benefit of the patients, healthcare providers and administrative department.

**LITTLE CLINIC PHARMACY (November 2007-March 2009)**

**Community Pharmacist**

**Duties and responsibilities:**

* Dispensed prescribed pharmaceutical products to customers and advise

them on indications, contraindications, and adverse effects and narcotic

and controlled drugs.

* Attended scientific seminar workshops, consultative meetings and continuing

education on drug related matters to further standardize the said pharmacy.

* Monitored expiration date of all drugs and pulled out drugs 3 months before

 expiration.

* Conducted inventory annually.
* In charged with the inflow and outflow of the drugs/medicines.
* Supervised and trained staff.

**MELDETTE PHARMACY (November 2004 – 2007)**

**Part Owner/Pharmacist**

**Duties and responsibilities:**

* Dispensed prescribed pharmaceutical products to customers and advise them

on indications, contraindications, and adverse effects and narcotic and controlled

drugs.

* Attended scientific seminar workshops, consultative meetings and continuing

education on drug related matters to further standardize the said pharmacy.

* Monitored expiration date of all drugs and pulled out drugs 3 months before

 expiration.

* Conducted inventory annually.
* In charged with the inflow and outflow of the drugs/medicines.
* Supervised and trained staff.
* Conducted inventory annually.
* In charged with the inflow and outflow of the drugs/medicines.
* Supervised and trained staff.

**KIDAPAWAN DOCTOR’S HOSPITAL INCORPORATED (November 1998 – 2004)**

 **Hospital Pharmacist**

**Duties and responsibilities:**

* Assume the duties and function of chief pharmacist in her absence;
* Check prescription for proper dose, fill prescription and dispensed drugs;
* Compound prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required and filling appropriate containers with correct quantity;
* Dispensed prescribed pharmaceutical to customers or to other health care professionals and advise them on indications, contraindications, adverse effects, and narcotic and controlled drugs;
* Supervise the receiving, checking and proper dosage of all drugs, biological and medical supplies;
* Check the prepared schedule of duties of pharmacist and other personnel;
* Record controlled drugs to registered opium and additional opium books for BFAD inspection;
* File prescriptions and maintain them for the required number of years as prescribed by law;
* Monitor all the medicines available in the pharmacy and list all out of stock medicines to be purchased;
* Fill up purchase order for purchasing medicines to the supplier upon the approval of the medical director;

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**QUALIFICATIONS**

* Have above average interpersonal and good communication skills to work effectively with others.
* Can relate with different level of personalities and adapt easily to various situations.
* Able to work as part of a team or alone.
* Basic knowledge of ICD-9 codes and CPT procedures.
* Trainable and can work with minimum supervision.
* Confident attitude with proactive approach to the work.
* Fluent in English both oral and written and knows how to drive light vehicle.
* Effective time management and able to prioritize.
* Ability to manage multiple tasks simultaneously.
* Good on financial accounting knowledge.
* Computer literate, knowledge in Microsoft Word and Microsoft Excel.

*Country of Origin:* Philippines

*Nationality:* Filipino

*Birthday:* July 29, 1976

*Languages:* English/Filipino

*Visa Status:* Resident Visa with Al Noor Hospital Airport road, Abu Dhabi, UAE

**PERSONAL DATA**