 Kristopons

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Nationality: Filipino Civil Status: Married

Date of Birth: 17th November 1983

**OBJECTIVE:**

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

**QUALIFICATIONS:**

* Nursing Licensure Exam Passer Philippines(2010)
* Graduated Bachelor of Science in Nursing (2009)
* Graduated Bachelor of Science in Computer Science (2006)

**SKILLS:**

* Computer Literate
* Hardworking and Quick Learner
* Can work Multi-Tasking
* Great Mathematical Skills
* Excellent Communication skills in written and verbal
* Attention to detail and how to solve the problem
* Great Art Skills in Henna, Airbrush, Charcoal Painting and Computer Art skills

Work Experience:

* Tareeq Al Saadah Health Care Center(Al Gulayaa, Sharjah, U.A.E)

Position:Nurse Admin cum Receptionist (April 25, 2016 up to July 5, 2017)

Job Role:

* Providing Administrative support (prepares documents, copying, scanning, e-mails, etc…)
* Aswering calls, transferring calls, input calls to database
* Assign nurses to their corresponding schedules of duties and requests
* Negotiating to clients through telephone and collecting their payments either by cash or money transfer
* Keep track of manager calls and schedule appointments as well
* Making calls on manager’s behalf or request
* Perform receptionist duty as well and filing documents as per company requirement
* Organizing and maintaining hard copy and soft copy file as well.
* JJR Gasoline Station (Quezon, Nueva Ecija, Philippines)

POSITION: Assistant Manager cum Admin and Data Entry

DATE: January 8, 2012 – June 30, 2015

Job Role:

* Enters customer and employees data sheet for discounts, salary, deductions, etc…
* Completing accounting and sales Data Entry right on time
* Handles customer’s calls request’s / complaints and solve the problem as well
* Prepare, sort and make sure that datasheet is accurate for the purpose of data entry
* Secure information and creating back-ups on the database sales as well
* Comparing, reviewing and updating retrived and stored data
* Doing Cashier job as well
* Quezon Medical Center, (Quezon Nueva Ecija Philippines)

POSITION: Nurse cum Admin

DATE: August 1, 2014 – June 31, 2015

Job Role:

* Monitoring vital signs and reporting important patient information to the nurse.
* Attends feeding programs and Major Operations such as LigtasTigdas Program and Operation Circumcision annually.
* Attends to the emotional needs of patients who are sick or injured.
* Recording and Encoding patients data and doing a monthly report using MS Word Office, MS Excel and MS PowerPoint.
* Assisting with motion exercises and other rehabilitative measures.
* Provide assistance with the health care team during prenatal care, labor and delivery.
* Assisting the patient when transferring from Ambulance to Tertiary Hospital
* Dr. Ponciano FajardoDental Clinic, Cabanatuan City, Philippines

POSITION: Dental Assistant / Admin

DATE: July 1, 2013 – July 1, 2014

Job Role:

* Assist and supporting the dentist in all aspects of patient care.
* Getting instruments and mixing materials ready for dental procedures.
* Clinical and administrative chair-side support to dentist maintenance of surgery including preparation/sterilization of all instruments before and after patients.
* Taking doctor’s orders, patients info, and all database and using MS Word, Excel and powerpoint according to proper dental procedure.
* Giving health teachings to patients including follow up check up.
* Occasional reception duties as when needed.
* Dr. Paulino J. Garcia Memorial Research and Medical Center

Cabanatuan City, Philippines

POSITION: Orthopedic Nurse, EENT Nurse, Ward Nurse

DATE: January 2, 2013 – June 30, 2013

Job Role:

* Receives endorsement from outgoing and incoming nurse.
* Admits and gives direct patient care.
* Identifies needs and problems of patients.
* Plans, gives and evaluates nursing care.
* Records and reports untoward observations to physicians or senior nurse.
* Administers and records medications, treatments and therapies including patients reactions.
* Transcribes and carries out legal orders of the physician.
* Prepares, records and reports according to hospital or nursing standards.
* Gives health teachings.
* Takes and records vital signs for complicated cases.
* Discharges patients.
* Keeps and stores equipments, instruments, treatments, treatment trays and supplies according to hospital procedure.
* Follows / Observe hospital infection control practices.
* Nueva Ecija Doctor’s Hospital Incorporated,

Maharlika Highway, Cabanatuan City Nueva Ecija Philippines.

POSITION: Staff Nurse

DATE: July 14, 2011 – July 17, 2012

FIELD OF DUTY**:**

* Monitoring vital signs and reporting important patient information to the nurse.
* Recording patients data and doing a monthly report using MS Word Office, MS Excel and MS PowerPoint for presentation.
* Helps patients get in and out of bed, take baths, and dress.Attends to the emotional needs of patients who are sick or injured.
* Assisting the patient with personal cleanliness activities including assisting with a trip to the restroom or supplying bed pans and urinals.
* Assisting with catheterizations or dressing wounds. Assisting in Intravenous insertion.Receives and endorse equipments and supplies

Education:

* Nueva Ecija Colleges in Cabanatuan City, Philippines

Graduated Bachelor of Science in Nursing (2006 – 2009)

* Wesleyan University of the Philippines in Cabanatuan City, Philippines

Graduated Bachelor of Science in Computer Science (2002 – 2006)

* Holy Family Academy in Quezon, Nueva Ecija, Philippines

High School Diploma (1997 – 2001)

**Character Reference are upon request**