**JOB OBJECTIVE:**

Seeking a fulfilling position that offers growth opportunities and allows me to utilize my strong organizational skills, educational background and ability to work well with people for me to contribute effectively to the progress of the organization.

**EDUCATIONAL PROFILE:**

2011- 2008 Bachelor of Science in Nursing

Our Lady of Fatima University

 Philippines

2007 Bachelor of Science in Nursing

 University of the Assumption

 Philippines

**WORK EXPERIENCE:**

Position**: Medical Secretary**

Company**: San Fernandino Hospital, Philippines**

Employment Period:  **May 25, 2011 – August 31, 2011**

**Duties and Responsibilities**

* Maintain patient database updated and take detailed history of new patients.
* Schedule and corroborate medical appointments.
* Entering urgent / routine referrals on patient records.
* Answering the telephone and dealing with queries from patients and hospitals.
* Explain treatment plans to patients.
* Manage all files and records in good order, to be able to retrieve information when we needed.

Position**: Information/Telephone Operator**

Employment Period: **September 2011 – August 25, 2015**

**Duties and Responsibilities**

* Call and receive calls from customers.
* Give customer’s assistance by answering their inquiries and other concerns.
* Courteously greet the customer and give them the best customer service needed.
* Transfer calls from designated area or department.
* Provides information about hospital services.
* Provides paging services for patients and employees.
* Deal with all inquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
* Report any maintenance issues immediately to the head supervisor.

**CERTIFICATIONS:**

 Disaster Nursing Seminar

 Philippines

 Aug. 30-1, 2010 to Sept. 6-8 2010

 Oncology Nursing Seminar

 AVR, Fatima Medical Center Philippines

 Dec. 7, 2010

**SKILLS:**

* Knowledgeable in Computer Applications such as MS Word, Basic MS Excel, MS PowerPoint, Windows 7, XP, Vista.
* With good communication skills
* Able to work individually and in a group.
* Able to speak English and Filipino languages
* Multi-skilled, flexible and hardworking
* Enthusiastic and committed
* Physically fit and able to work in extreme climate conditions.

**PERSONAL DATA:**

Age: 25

Sex: Female

Civil status: Single

Height: 5’4

Weight: 48kgs

Birth date: June 24, 1990

Language: English, Filipino

Visa Status: Visit visa

Citizenship: Filipino



**Gulfjobseeker.com CV No:** **1464288**