Dear Ma’am / Sir,

I am writing to express my interest to apply in a position that is currently available with your company. I am confident that I can help your company meet any challenges it faces in the future.

I am flexible, adaptable and able to manage multiple priorities at the same time all of this makes me believe that I would be a strong candidate for your vacancy. As a driven individual who wants to progress and coach my fellow colleagues to meet high performance standards. I can easily work with others in a professional manner. I am a sociable person who has a natural ability of talking to, and building relationships with, all kinds of people. I also consider myself to be a personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.

One of my strongest points is my self-motivation which allows me to perform well under pressure and against aggressive deadlines in any pressurized environment. Being a highly analytical thinker I am able to quickly identify, scrutinize, improve, and streamline complex work processes.

My enclosed curriculum vitae will provide you with greater details of my background and what I have to offer. I look forward to calling you in a few days time to arrange an interview with you at a mutually convenient time. In the mean I would like to thank you for considering my application.



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:259340**

E-mail: gulfjobseeker@gmail.com

**CAREER OBJECTIVE**

• To apply my knowledge and skills for the company’s growth and in attaining its goal and objectives.

• To work cooperatively with the other members of the workforce.

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**QUALIFICATIONS / SKILLS**

•Excellent in communication skills (oral and written)

•Good customer service skills

•Computer Literate

•Great interpersonal skills and ability to perform work under pressure

• Ability to work as a team member, as well as independently

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**SEMINARS / TRAININGS ATTENDED**

• IV Therapy Nurse - Association of Nursing Service Administrators of the Philippines (ANSAP) 2013 - 2015

• Basic Life Support for Health Care Provider - Delos Reyes Training Institute for Health Care Professionals

 Las Pinas City, Philippines – 2013- 2015

• Lecture on Stem Cell Therapy – Molino Doctors Hospital, Molino Bacoor, Cavite - 2013

• First Aid with Disaster Management & Mass Casualty Incident – Colegio de Sta. Monica - 2010

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**PROFESSIONAL EXPERIENCES**

**Dar Alshifaa Hospital**

UAE

Position: Medical Secretary/ Assistant/ Typist

February 2015 - up to present

**Duties and Responsibility:**

• Completing patients medical records.

• Answering phone calls, emails and other queries.

• Assisting doctors and nurses.

**Air Force General Hospital**

Philippines

Position: Resident Nurse

April 2012- April 2013

**Duties and Responsibility:**

• Rotated to different areas including Emergency Room, Out-Patient Department, Intensive Care Unit (ICU), Medical Ward, OB Ward, NICU, Surgical Ward, Pedia Ward

• Promotes and restores patients' health by developing day-to-day management and long-term planning of the patient care area

• Promotes patient's independence by establishing patient care goals; teaching and counseling patient, friends, and family and reinforcing their understanding of disease, medications, and self-care skills.

• Assessing and planning nursing care requirements

• Providing pre- and post-operation care

• Monitoring and administering medication and intravenous infusions

• Taking patient samples, pulses, temperatures and blood pressures

**\*Kgb Philippines**

Philippines

Position: Customer Service Representative

September 08, 2008 – March 11, 2009

**Duties and Responsibility:**

•Directory Assistance

•Handle customer request in a timely manner and provide consistent, high quality service and accurate information to customers

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**EDUCATION**

2007-2011**Bachelor of Science in Nursing** -

 Philippines

2005-2007 **Bachelor of Science in Nursing** Angeles University Foundation

 Philippines

SECONDARY

2001-2005 Holy Angel University - Philippines

PRIMARY

1998-2001 Clark Air Base School - Clarkfield, Pampanga, Philippines

1995-1998 Villamor Air Base School Philippines

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**PERSONAL INFORMATION**

Age: 26 years old

Date of Birth: Oct 03, 1989

Civil Status: Single

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