***PERSONAL DATA:***

**Date of Birth: August 9, 1989**

**Height: 5”**

**Civil Status: Single**

**Age: 26**

***DEGREE HOLDER:***

* **Bachelor of Science in Nursing – 2010**
* **Registered Nurse; Registration No. 0867496- Professional Regulation Commission Board of Nursing, Philippines**

***SPECIALIZATION:***

**Medical**

**Administrative**

**Clerical**

**Computer literate**

***References:***

To be furnished upon request.

***REFERENCES:***

Available upon request.



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:259675**

E-mail: gulfjobseeker@gmail.com

***OBJECTIVE:***

* **To seek a position in reputable organization where I can perform with all my efficiency, diligence, and integrity and to extend my service for the good of the company as well as colleagues to take the company to the next level.**

***SKILLS AND ABILITIES:***

* **Capable of adapting to a dynamic working environment**
* **Flexible in all areas of companies even in shifting time of schedule**
* **Gets along well with everyone, and with excellent skills in communication and collaboration**
* **Comfortable relating to people of device culture**
* **Goal directed and results oriented**
* **Efficient in MS Word, MS Excel, and PowerPoint Application.**
* **Good in written and oral communication (English and Filipino)**

**POSITION SOUGHT FOR:**

**RECEPTIONIST/ADMINISTRATION STAFF / STAFF NURSE**

***WORK EXPERIENCE:***

**EVIP General Care Diagnostic Clinic**

**Philippines**

**January 2013 up to November 2015 (2years)**

***Receptionist/Clinic Staff Nurse***

**Duties and Responsibilities:**

* **Answering and Screening phone calls and transferring to the appropriate** **designated employee.**
* **Providing a best patient service.**
* **Identify the patient correctly by their full name, date of birth.**
* **Giving professional and right manners to the patient.**
* **Giving Appointments to the patient.**
* **Assist the patient properly with effective communication.**
* **Providing them with relevant information and relaying.**
* **Assess physical, emotional, cultural, and social needs of patients and their families.**
* **Assisted Out-Patients, taking their vital signs, complaints and medical history.**
* **Interact with patients and families to identify problem areas and teach strategies to maintain health.**
* **Employed communication, compassion, knowledge, respect, charisma, and modelling behaviour to achieve leadership role.**

 **Intra Drug Testing Laboratory**

**, Philippines**

 **January 2011 to December 2012**

***Admin Staff***

* **Answers incoming telephone calls, determines purpose of calls and forward to appropriate personnel**
* ***Following u*p all the pending payment and ensure that all will be received on time**
* ***Arranging all the necessary documents as needed.***
* ***Managing and maintaining file documents.***

**Health for All Medical Clinics**

**, Philippines**

 **June-December 2010**

 ***Admin Staff***

* **Answers incoming telephone calls, determines purpose of calls and forward to appropriate personnel**
* **Arranging all necessary documents as needed**
* ***Responsible for inventory of supplies***

***EDUCATIONAL BACKGROUND:***

**Tertiary:**

**Bachelor of Science in Nursing Graduate**

**University of Batangas**

**Philippines**

**2006-2010**

**Secondary:**

**The Mabini Academy**

**Batangas**

**2002-2006**