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**Career Objective:**

Seeking a position as a receptionist or office secretary in a progressive company within a general business or medical office environment where my good communication skills, creativity and organizational skills can contribute to the success of the company.

**Professional Summary:**

Dedicated with an extraordinary work ethic and strong customer service record. Adept at fostering and sustaining an open and productive professional relationship with the management, co-staffs, patients and clients.

**SKILLS:**

-Extensive experience in general business and medical office setting.

-Good knowledge about administrative activities including welcoming guest, doing a record, document storage, storing patient data and perform data entry into computer.

-Solid computer skills and proven ability to plan and organize task and responsibilities efficiently.

-Deep knowledge about medical and pharmaceutical terminologies.

-Very good and effective communication and interpersonal skills including understanding and speaking basic Arabic language.

**ADDITIONAL EXPERIENCE:**

- In-depth knowledge of the nursing care and medication. -Great ability to assist the doctors during emergencies.-Strong ability to perform an accurate vital signs monitoring.-Experienced in chronic care-Great knowledge for geriatric and pediatric care.

**EDUCATIONAL ATTAINMENT:COLLEGE:** VIRGEN DELOS REMEDIOS COLLEGE OLONGAPO CITY NURSING ASSISTANT 2005-2006**SECONDARY**: T.R. YANGCO CATHOLIC EDUCATIONAL INSTITUTE 2004-2005**PRIMARY:** T.R. YANGCO MEMORIAL SCHOOL 2000-2001

**SEMINARS AND TRAININGS ATTENDED:** -San Marcelino District Hospital Emergency Room/Outpatient Dept. NURSING ASSISTANT NOV. 2005-JAN.2006-PRN QUALITY TRAINING ( BAGUIO CITY, PHILS) FEB. 2006 LEGAL ASPECTS IN THE CASE OF PSYCHIATRIC AND ABUSED PATIENTSOXYGEN THERAPY AND COLOSTOMY CARE ETHICAL DILEMMADIABETES MELLITUS TYPE 1&2 COMMUNITY SERVICESPATIENT CASE OF PARKINSON’S DISEASE HYPERTENSION AND STROKE CASES

**WORK EXPERIENCE:**RIDON’S ST.JUDE MEDICAL CENTER ( FORMERLY ST. JUDE FAMILY HOSPITAL AND PHARMACY) OLONGAPO CITY, PHILIPPINES -ER MEDICAL RECEPTIONIST /PATIENT WARD NURSING AIDE (FEB. 2006 – SEPT. 2011)

MR. ABDULLAH ABDULAZIZ ALOMRANretired businessman -PRIVATE NURSING AIDE, PHYSIOTHERAPY AIDE- PERSONAL ASSISTANT AND SECRETARY /SAUDI STOCKS EXCHANGE

SRH GEZUNDHEITSZENTRUM PHYSIOTHERAPY AND MEDICAL SPORTS CENTERBAD WIMPFEN, BAD WURTEMBURG, STUTTGART, GERMANYMARCH-SEPT. 2012

BUMRUNGRAD INTERNATIONAL MEDICAL CENTER (PHYSIOTHERAPY DEPARTMENT) JAN-OCT. 2013

ET HEALTHCARE SERVICESMarch 05, 2014 – January 25, 2016Hospital and homecareNurse technician for geriatric and pediatric care

**PERSONAL INFORMATION:**DATE OF BIRTH: NOV. 22, 1988 HEIGHT: 5’2”WEIGHT: 65KLSCIVIL STATUS: SINGLE