

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1566036

E-mail: gulfjobseeker@gmail.com

***OBJECTIVE*:** To put in practice on my acquired knowledge, experience and skills, hence further develop my potentials that I may utilize for my further future career growth.

**COMPETENCY SKILL**

* One year and eleven months UAE experience as Assistant Male Nurse.
* First Aid Training, Basic Life Support CPR training for Health Care Providers and “AED” Automated External Defibrillation, (Certified)
* Ability to carry out multiple tasks with minimum supervision.
* Proficient in use of MS Office application and other data bases.
* Ability to learn fast, flexible in a fast changing environment.
* Excellent in both written and spoken English languages.

**WORKING EXPERIENCE**

***SEREX International SCPT Engineering Consultancy***

**Receptionist/ Costumer Service/ Telephone Operator**

July 01, 2013 to December 10, 2015

*Duties and Responsibilities;*

* Provides office support service in order to ensure efficiency and effectiveness with in the office area.
* Received direct and relay telephone, messages and fax messages.
* Direct the first national’s member and the general public to appropriate staff members.
* Pick up and delivered mails.
* Open and date stamp all general correspondents.
* Assisting in the planning and preparation of meetings, conferences and conferences telephone calls.
* Make preparation for the council and committee meetings.
* Responsible on public inquiries regarding on workloads.
* Maintain an adequate inventory of office supplies.
* Provides word-processing and secretarial support.
* Coordinate the repair and maintenance of office equipment.
* Answering all incoming calls and handle caller’s inquiries whenever possible.
* Re-direct calls as appropriate and take adequate messages when requires.

**Orascom Construction Industries**

July 02, 2011 to May 6, 2013

*Duties and Responsibilities:*

* Work with the safety department in promotion and provision of health and safety working environment.
* Data entry of the patients who came to clinic to the data base (EXEL Format).
* Data entry of the Medication of the patients to the system, with their complaints.
* Purchasing medical supplies that the clinic needs with the different supplier.
* Inputs all the data on the systems regarding with the clinical, and safety works.
* Responsible and accountable for individual nursing practice and determine appropriate of task to provide optimum patient care.
* Administer Basic First Aid and Measures in case of emergency.
* Coordinates with the hospitals for transfer and referral, among patients which are seriously injured and have life threatening condition.
* Responsible for input of the data on the system regarding with the health and safety issues.
* Answering call for inquires of the staff to their health issues.
* Assist the manager on his schedule on his meeting.
* Responsible for sending quotation of the medical supplies that the clinic need.

**Tecnimont- Samsung JV**

A joint venture between Italian contractor **Tecnimont (Maire Tecnimont Group)** and **Samsung Engineering** in which its major contract is to carry out construction work on Abu Dhabi’s Borouge 3 expansion projects (Polyolefin/ Low Density Polyethylene)

***Company Assistant Male Nurse cum secretary,* supply manpower** (July 02, 2011 up to the present)

Company Site

* Promote wellness to all our employees by delivering up to date and significant information for the prevention of disease and maintaining fitness and health.
* Provide the necessary nursing intervention to our employees who acquire illnesses or have engaged in any work- related incidents.
* Respond to any form of construction accidents.
* Referral system

*Duties and Responsibilities:*

* Assess all patients to properly identify the appropriate nursing intervention they may require using visual assessment, checking vital signs and by obtaining objective and subjective data.
* Collaborate with our Company Physician, Subcontractor’s Nurses, First- Aiders and affiliated hospitals’ medical staff to achieve the optimum level of care needed by our employees.
* Perform ambulance conduction through proper coordination from our Company Physician and our affiliated hospitals’ E.R. Staff.
* Administer medications and treatment as prescribed by our Company Physician in accordance with the Health Authority Abu Dhabi (HAAD) standard policy.
* Respond to any form of construction accidents and provide immediate nursing intervention whatever the patient’s condition requires.
* Provide assistance upon hospital check-ups, follow-ups and/or hospital admission of our employees.
* Prepare and maintain all emergency equipment such as ropes, pulley, clamps, search light, sling, spine board, gas-tester, basket stretcher, head immobilizer, air splint, portable oxygen set, self-contained breathing apparatus (SCBA), and firefighting garments to make sure that such are readily available and in good working condition when needed.
* Provide proper documentation of all Medical First Aid cases (MFA), Medical Treatment cases (MTC) and any Lose Time Incident (LTI).
* Assists in any medical procedures done in the clinic such as suturing, incision and drainage and removal of foreign body.
* Inspection of the dining halls and food preparation areas including portable toilets and drinking water reservoirs utilized by our employees to ensure proper health and safety.

**Mekeni Medical Equipment**

**Document Controller**

January 26, 2009 to April 4, 2011

*Duties and Responsibilities:*

* Responsible for overall coordination of controlled documentation within the company.
* Performs the document control function within the validated control systems.
* Coordinates and chair change control board meetings.
* Order external standards and maintain tracking systems.
* Assist in supporting external audits, coordinating activities in backroom and ensuring timely response to documentation request for audits.
* Supports user request for documentation and train user in master control.
* Maintains quality records per applicable SOP’s.
* Other duties may be assigned as deemed necessary by the supervisor.
* Support change management of labeling and ensure accurate completion of labeling verification form.
* Performs self-audits of satellite DMR location and ensures that the current revision is available in a timely manner.

**EDUCATIONAL BACKGROUND**

**COLLEGE LEVEL:** ***Bachelor of Science in Nursing***

Systems Plus College Foundation

 2004-2008

 (Under Graduate)

**PERSONAL PARTICULARS**

**Age:** 30 years of age **Date of Birth:** November 10, 1985

 **Gender:** Male

**Civil Status:** Single