**First Name of Application CV No 1637502**

Whatsapp Mobile: +971504753686



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**PERSONAL DATA:**

Birth Date: 19 May 1986

Civil Status: Married

Nationality: Filipino

**Objectives:**

* To obtain a position in a reputable institution where my experience and skills will significantly contribute to the overall success of the organisation.
* To be part of a secure and well established company where I can provide opportunities for my career growth and develop my knowledge and skills.
* To expand my knowledge and experience and to assist in the continued improvement of the organisation.

**Summary of Qualifications:**

* A registered nurse in the Philippines
* Capable in providing quality and quantity expected and needed by the company.
* With Good Moral Character.
* Can get along with different people and can easily adapt in any changes.
* Attentive to details and well organized.
* Responsible, determined and highly motivated to work and contribute to the company.
* Willing to learn and be trained.
* Computer Literate. (Word, Excel, PowerPoint, Outlook, Access, and Internet)
* Good in oral and written communication.
* Aggressive and can work well under pressure with minimum supervision.
* Can able to work well in a target oriented environment.
* Self-starter and strong independent worker.
* Eager to grow and develop as a professional.

**WORK EXPERIENCES:**

**Senior Healthcare Assistant**

**The Priory Hospital North London**

**The Bourne, Groveland House,**

**Southgate, London United Kingdom**

**N14 6RA**

**January 2013 – December 2015**

* Assists qualified staff with the assessment and implementation of individual patient care plans undertaking routine tasks and activities as directed to facilitate the well being, dignity and treatment of all patients.
* Provides practical support and responsive care to patients who require assistance with intimate personal needs such as dressing, bathing and toileting activities ensuring that such activities comply with procedures and the relevant healthcare legislation.
* Observes and monitors the well being of patients ensuring that any unusual physical, mental or emotional occurrences are promptly referred to senior staff/the primary nurse and documented as appropriate.
* Develops and maintains a good professional relationship with patients, colleagues and visitors responding promptly and courteously to requests and enquiries.
* Occasionally liaising with health care trust for patients funding, receiving referrals and referring it to healthcare team.
* Discussing referrals from other healthcare institution for approvals with healthcare team.

 **Healthcare Assistant**

 **Avon Lodge UK LTD**

 **33 Bridgend Road, Enfield, Middlesex**

 **United Kingdom EN1 4PD**

 **November 2009 – January 2013**

* Assisting service user with personal care, helping the client physical and mental activity and as a night staff being standby to answer emergency bell calls and carrying out regular checks on service user.

- Works side by side with the service user in doing activities in their daily living

- Support and encourage client’s independence

- Ensure clients health and safety measure

- Provide service user comfort and high standard of care

- Maintain client’s dignity and privacy

- Provide client-centered care with proper diet, good hygiene and safe environment

- Encourage client to have social, physical, spiritual, and intellectual activities they would enjoy.

**Senior Customer Service Representative**

**Zipp Comms**

 **(Previously known SM Call Telecommunication and Remittance Centre)**

 **1 Sycamore Road, Amersham United Kingdom HP6 5ED**

 **January 2012 – January 2013**

- Answering calls and respond to emails

- Handle customer inquiries both telephonically and by email

- Research required information using available resources

- Manage and resolve customer complaints

- Provide customers with product and service information

- Enter new customer information into system

- Update existing customer information

- Identify and escalate priority issues, route calls to appropriate resources

- Follow up customer calls where necessary

- Document all call information according to standard operating procedures

- Complete call logs, produce call reports.

**Medical Relation Assistant**

 **May 2009 to October 2009**

 **Caritas Health Shield Insurance Company**

 **Bacolod City Philippines**

• Coordinates patient’s schedule and clinic flow

• Performs clerical and administrative functions to maintain patient data

• Provides patients and staff with administrative guidance

• Medical office support process (documenting patient concerns and obtaining

 patient’s records.

 • Analyze and encode information's from claims into data entry system

 **Staff Nurse**

**Specialty Training Program** December 2008 to May 2009

**Basic Training Program** July 2008 to October 2008

**West Visayas State University Medical Center**

Iloilo City, Philippines

**Areas: Out Patient Department**

**Paediatrics, Medical, Surgical Ward**

**Surgical Intensive Care Unit**

• Taking patients vital signs.

• Intake and output monitoring.

• Providing information to the patient.

• Make a nurse’s rounds every after endorsement by assessing patient and checking all tubes attached for patency if any.

• Preparing oxygen, intubation’s sets, catheterization sets, and intravenous insertion tray.

• Keeps the patients comfortable by making them warm with thermal blanket and provides droplight as needed.

• Prepares, administers and charts accurately the medications and treatment given to the patients

• Helps refine unit policies and procedures in the ward, safety methods, discharge planning and documentation.

• Proves the ability to build positive relationships with clients, family members, physicians and other medical professionals.

• Ensures that doctor’s orders are effectively carried out including testing, medical procedures, consultation and immediate orders.

• Provides safe and therapeutic environment for clients.

**EDUCATIONAL ATTAINMENT:**

**COLLEGE:** West Negros University - Bachelor of Science in Nursing

(Formerly West Negros College Philippines 2003-2007)

**SECONDARY:** Doane Christian Academy Foundation(Philippines High School Graduate 1999-2003)

**PRIMARY:** Central Philippine University (Philippines 1993-1999)

**SEMINARS AND TRAININGS ATTENDED IN THE U.K.:**

Fire Safety Training

Abuse & Safeguarding Of Vulnerable Adults

 Infection Control

 Health and Safety

 Manual Handling

 Nutrition Training

 Food Hygiene Training

 Customer Care Training

 Pressure Area Care Training

 Dementia Training