**STRENGTHS:**

* Excellent communications and Interpersonal skills.
* Organized and detail oriented.
* Self-motivated and quick learner.
* Computer literate.
* Strong sales and marketing skills.

**Profile Summary**

Flexible, self-motivated, responsible, hard

working person, dedicated and committed

to exceptional administrative support and

performance excellence. Highly motivated and service

oriented. Open to new ideas for team excellence and success.

Energetic results-oriented individual eager to bring strong administrative skills to a growing company in need of top level support. Excellent organization, communication and relationship building skills. Articulate and friendly with a professional demeanor.

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**Education**

**Bachelor of Science in Nursing**

Liceo de Cagayan University / Year: 2008-2012

**Career Progression**

**GLOBE Telecommunications, Cagayan de Oro Philippines *May 2013 to November 2015***

**Custodian ROLES**

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* **Responsibilities include:**
* Ensure day to day safety of all trade and non trade stocks.
* Allocate and de-allocate trade stocks to salesman.
* Make monthly inventory report.
* Ensure completeness of trade and non-trade stocks received from warehouse and other store.

**CUSTOMER SERVICE ROLES**

**Responsibilities include:**

* Application of service principles that contribute to sales growth.
* Demonstrates clear grasp and understanding of store operations and its role in development of sales.

**CASHIERING ROLES**

 **Responsibilities include:**

* Responsible for the safekeeping and accountability of all collection; prepare and submit in a timely, accurate manner all required daily reports.

**SALESMAN ROLES**

 **Responsibilities include:**

* Promoting companies major products to consumer and prospect clients.
* Make contact with the client, introduce the product and close the sale.
* Analyze sales statistics and prepare sales reports.
* Other responsibilities include reading about new and existing technological products and monitoring competitor's sales, prices and products.

**PRIVATE DUTY NURSE, Cagayan de Oro Philippines. April 2012-May 2013**

Private Duty Nurse

* Monitor and check patient's vital signs.
* Provide effective and efficient nursing care.
* Administered medications; via oral and intra-muscular routes.
* Initiated reverse isolation set-up in client's home for effectivity of care.
* Coordinated with local health care units for continuance of care.
* Promoted self care activities for the client; healthy diet, regular exercise and daily plan of activities.
* Planned and carried out client's daily plan of activities.
* Provided health teachings to client and family for effective plan of care.
* Carried out doctor's plan and regimen for continuance and effectivity of care.

**NURSE OJT-OB WARD/DELIVERY ROOM. June 2009-October 2009**

* Exposed to OB ward and delivery rooms.
* Carried out routine inspections for OB ward.
* Assisted in delivery of newborn infants.
* Administered oral and intramuscular medications to infants.

**NURSE OJT-MEDICAL SURGICAL EXPOSURE. November 2009-March 2010**

* Carried out routine rounds with doctor on duty in surgical ward.
* Wrote nurse's notes for continuance of care.
* Performed basic nursing procedures; vital signs taking and monitoring, ECG taking, administration of medication via oral, IV and intramuscular routes.
* Performed thorough physical assessment on newly admitted patients.

**NURSE OJT-PSYCHIATRIC EXPOSURE. April 2010-May 2010**

* Exposed to psychiatric ward.
* Handled and cared for clients with psychiatric disorders.
* Performed one on one therapeutic communication with client.
* Built nurse-patient relationship with client.
* Endorsed to staff findings and analysis for continuity of care.

**NURSE OJT-MEDICAL SURGICAL OPERATING ROOM. June 2010-March 2012**

* Assisted surgeons in different operating room procedures.
* Familiarized terminologies used in operating room procedures.
* Memorized different operating paraphernalia and tools.
* Wrote nurse's notes on assisted cases for endorsement and continuity of care.
* Endorsed clients for post-operative care.
* Completed required cases for operating room exposure.

**RECEPTIONIST, PHILIPPINES May 2006-May 2008**

* Managed receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
* Handled all media and public inquiries.
* Served as central point of contact for all outside vendors needing to gain access to the building.
* Managed and wrote reports and correspondence from dictation and handwritten notes.
* Dispersed incoming mail to correct recipients throughout the office.
* Supplied key cards and building access to employees and guests.
* Made copies, sent faxes and handled all outgoing correspondence.
* Periodically sat in meetings to transcribe notes.

**WAITER, PHILIPPINES June 2004-May 2006**

* Assisted guests with making menu choices in an informative and helpful fashion.
* Appropriately suggested additional items to customers to increase restaurant sales.
* Effectively communicated with kitchen staff regarding customer allergies, dietary needs and other special requests.
* Regularly checked on guests to ensure satisfaction with each food course and beverage.
* Consistently adhered to quality expectations and standards.
* Routinely checked table linens, table settings, glassware, windowsills, carpets, counters, floors, storage area and service refrigerators.
* Delivered exceptional, friendly and fast service.
* Answered questions about menu selections and made recommendations when requested.
* Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guest expectations.
* Skillfully anticipated and addressed guests' service needs.
* Managed closing duties, including re-stocking items and reconciliation of cash drawer.
* Trained new waiters and floor staff on guest service expectations, proper food handling and restaurant protocols.
* Monitored dining room for optimal guest experience.
* Worked with individual guest servers to improve performance.
* Answer customer inquiries and resolve issues promptly.
* Schedule wait and floor staff, approve time off and re work loads as needed.

**WAITER, SENTRO RESTAURANT, PHILIPPINES. June 2002-June 2004**

* Delegated with giving dining service during afternoon tea for 70 covers.
* Successfully handled, monitored and controlled whole food and beverage operations.
* Established well-built relationships with customers, staff members, guests and event organizers.
* Outstanding client understanding and commended for developing restaurant ambience.

**Personal Details**

Gender: Male

Nationality: Filipino

Date of Birth: May 13, 1985

Civil Status: Single

Language: English, Tagalog

Place of Birth: Philippines

**First Name of Application CV No:** **1666788**

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