***Philippine Registered Nurse***

**SUMMARY OF QUALIFICATION:**

Skilled nurse professional looking for a challenging and responsible role where my skills, knowledge and abilities can be enhanced and utilized effectively. Very energetic with sense of responsibilities; react positively and very quickly on emergencies.

* Holder of DHA license, Currently employed as Registered Nurse in Dubai UAE
* With 3 years relevant experience as a Nurse in Occupational/Industrial setting in the Philippines (regular employee status)
* 8 months (regular employee status) Pharmacy Assistant experience
* Ability to observe, examine, identify problem and take precaution measures to take care of patient.
* Strong ability to identify the needs of the patient and focus on the investigation of the physical and psychosocial development.
* Ability to demonstrate the therapies and treatment methods to the patient and their families.
* Profound organizational and communication skills both verbally and written.
* Ability to handle the queries of the client and their families and also resolve them.
* Demonstrate and educate client and families regarding the prevention measures and treatment procedures.

**Personal profile:**

*Date of Birth:* **September 25, 1988** *Place:* **Manila**

*Civil status:* **Single** *Citizenship:* **Filipino**

*Height:* **5’8”** *Weight:* **120 lbs.**

*Religion:* **Born Again Christian**

 *Occupation:* **Laborer/Machinist**

 *Occupation:* **None/housewife**

**Working Experience:**

* **Registered Nurse**
* Quality Life Medical Center
* Floor P4 Marina Terrace Building Dubai Marina, Dubai UAE
	+ Helping in the Reception Area when needed such as patient registration, health Insurance, answering phone inquiries, booking of patient appointment
	+ Bariatric Department:
1. Provide nursing care of all pre-operative and post-operative patients who undergo bariatric surgery (Gastric Band, Gastric Sleeve, Gastric Bypass)

o Responsible in assisting the Surgeons in minor procedures such as gastric band adjustment, biopsy, barium swallow, X-ray, UTZ, ECG

o Blood extraction for pre-operative assessment and post-operative laboratory requested by the General Physician o Keeping the file of patient, confidentiality of all information

* + 1. Administrative oversight of the outpatient clinic, patient education, support group leadership, policy and procedure development.
	+ Assisting the Plastic surgeon in wound dressing cases, consultation, and suture removal, biopsy, mole removal.
	+ Assisting the Dermatologist in doing procedures especially skin care treatment, laser, vela shape body contouring
		- * Joining date: February 1, 2015 up to present
* **Receptionist/Secretary**
* Doctors Clinic Diagnostic Centre
* Office Address**:** Building 7WA Office 1025 Dubai Airport Free Zone UAE
* Clinic Address: Building 64 Block-A Ground floor Dubai Health Care City
	+ Responsible in contacting companies of medical supplies for medical equipment needed in the clinic in Dubai Healthcare City and hospital in Khartoum Sudan
	+ Reviewing quotations given by the supplier of medical equipment
	+ Responsible in contacting manufacturers of pharmaceutical raw materials needed in Unimed Pharmacy in Khartoum Sudan
	+ Reviewing certificate of analysis of pharmaceutical raw materials
	+ Responsible for answering telephone calls and inquiries
	+ Represents physician by screening incoming telephone calls; recording and transmitting messages; scheduling, receiving
	+ Receiving documents from different facilities (bank, hospital, clinic, etc) reviewing and forwarding to the Doctor and Finance Director
	+ Submits daily report of accomplishments, positive and negative feedback from suppliers of medical equipment
	+ Filing and documentation
	+ Assisting the Clinic Nurse/Manager in office works
	+ Responsible in job vacancy posting, reviewing CV’s of applicants needed in Khartoum Sudan hospital and DHCC Clinic
		- From July 16, 2014 up to January 20, 2015
* **Benefits Assistant/Nurse**
* Company: Alternative Network Resources Unlimited
* Member Services/HR Department
* Makati City Philippines
1. Benefits Assistant
	* Does the computation of sickness and maternity benefit to be received by the personnel on leave
	* Processing accident insurance of members
	* Updating all employees about health tips/any updates from Philippine Department of Health (DOH)
	* Processing Social Security System (SSS) health, sickness, and maternity benefits for members
	1. Nurse
		* Safety Officer: in-charge of safety and health of the employees inside the premises
		* Checking pre-employment medical
		* Administer first aid in case of emergencies
		* Monitoring employees on sick leave and maternity leave
		* Identify the needs of patient, what to do based on their cases/disease
		* Handling queries regarding health and sickness of members/employees
		* Monitoring vital signs of employees with health conditions such as hypertension, etc.
		* Recommending medicines that are suitable in case or health problem of the patient (e.g. over the counter drugs)
		* Inventory of medicine supplies in the company
		* Monitor/in-charge of medical equipments or safe keeping of it
		* Coordinating with Supervisors regarding the sickness of all members on field (industrial setting, restaurant setting)
			+ from October 21, 2013 to February 28, 2014
* **Company Nurse**
* Company: Suyen Corporation (Bench)
* HR/Admin Department
* Philippines
	1. Company Clinic Nurse
* Checking pre-employment medical (discretion of company)
* Nurse on duty at warehouse (Industrial setting)
* Administer first aid in case of emergencies
* Special knowledge/skills about Health Benefits/Government agencies: Social Security System SSS; Home Mutual Development Fund/Pag-IBIG; Philippine Health Insurance/PhilHealth
* Administer and monitor newly hired orientation programs specifically about Health Benefits, Sickness and Maternity, SSS, Pag IBIG, Philhealth; rules, regulations and policies of the company. As well as the re-contract personnel
* Monitoring employees on sick leave and maternity leave
* Does the computation of sickness and maternity benefit to be received by the personnel on leave
* Identify the needs of employees/patient, what to do based on their cases/disease
* Handling queries regarding health and sickness of employees
* In-charge of receiving documents from different stores specifically sickness notification/medical certificate, pregnancy notification, incident/accident reports
* Checking medical and give endorsement for fit to work after clearance of Company Doctor
* Administer vaccination to employees
* Assisting Company Doctor in such treatment like wound dressing etc.
* Helping Co-Nurse in Annual health fair
	+ from January 7, 2011 to July 20, 2013

 **Pharmacy Assistant and Cashier**

* Company: Drug Incorporated
* Store Operations Department (Pharmacy)
* Zamora Nolasco, Recto Manila Philippines o Pharmacy Assistant
	+ Assisting customers’ prescription of medicine, reading prescriptions of doctors
	+ With knowledge about generic and brand name of some medicines
	+ Managing and rotating the inventory within the pharmacy
	+ Recommending medicines that are suitable in case or health problem of the patient (e.g. over the counter drugs)
	+ Assisting Licensed Pharmacist by performing a variety of administrative and support duties in the pharmacy
	+ Responsible for answering phones and directing patient and health-care professional calls to the appropriate superior
	+ Responsible for stocking shelves and ringing up patients' orders
	+ Monitoring and recording (for pull out) expiration of medicines
1. Cashiering
	* Receive payment by cash, check, credit cards, vouchers, or automatic debits
	* Issue receipts, refunds, credits, or change due to customers/patients
	* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
	* Greet customers entering establishments
	* Maintain clean and orderly checkout areas
	* Establish or identify prices, services or admission, and tabulate bills using calculators, cash registers
		+ From July 22, 2009 to March 31, 2010

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| **Educational Background:** | *Year Graduated* |
| **Tertiary:** Metropolitan Hospital College of Nursing | SY 2008-2009 |
| (Manila) |  |
| Course: **Bachelor of Science in Nursing** |  |
| **Secondary:** Ramon Torres National High School | SY 2004-2005 |
| (Manila) |  |
| **Primary:** Felipe G. Calderon Integrated School | SY 2000-2001 |
| (Manila) |  |

**Seminars Attended:**

* **Bariatric Surgery: Emirates Society for Laparo-Endoscopic Surgeons** May 7, 2015
* **Empowering Filipino Nurses: Exploring Career Prospect:** by Jean Panares Reyala RN, RM, MPH, MGM (Executive Director ofNLPGN) and by Col. Evelyn Bautista GSC, MAN, Command Nurse AFPMC (Chief Nurse of V. Luna General Hospital) February 19, 2009
* **Power and Empowerment in Nursing: Looking Backward to Inform the Future:** by Ray A.Gapuz RN, MAN February 18,2009

**Trainings Attended:**

* **Pre-Analytics Training Certificate:** by Dr. Mohamad Al Khatib of York Diagnostic Laboratories held at Quality Life MedicalCenter April 1, 2015
* **Basic Occupational Health and Safety (BOSH) Training:** Synerquest Management Consultancy Inc. (Occupational Healthand Safety Center) Department Of Labor and Employment Accredited
* **3day Basic IV Therapy Training:** Parañaque Medical Center ANSAP/Infusion Nurses Society Accredited

**Related Learning Experience:**

* **Community Health Nursing:** Barangay Mambugan Antipolo City, Rizal
* **Orthopedic Nursing:** Philippine Orthopedic Center
* **Communicable Disease Nursing:** San Lazaro Hospital
* **Psychiatric Nursing:** National Center for Mental Health

**Groups/Organization: i-care Foundation Ministry:** Volunteer, Medical Team

**First Name of Application CV No:** **1672734**

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