**First Name of Application CV No 1679928**

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**Curriculum Vitae**

**MY CAREER OBJECTIVE**

I am highly determined to work at a hospital or clinic or with a company related health services. Also I am open to any respective opportunity for my professional development, personal growth all for the mutual benefit.

**MY KEY STRENGTHARE:**

* I can collaborate effectively with an interdisciplinary team of medical and health care professionals
* I am well-attuned to a social interactions and changes and I can work effectively even with minimal supervision.
* High level of adaptability and flexibility.
* I have gained extensive knowledge about the insurance policy in Abu Dhabi
* The several computer applications such as MS Word, Excel, PowerPoint is also part of my strength
* I am also used to multi-tasking and I am able to operate under pressure
* Have been working as a medical secretary for an Orthopaedic Specialist, Paediatrician and General Practitioner for 3years

**PERSONAL DATA:**

* **Date of Birth :** July 29, 1988
* **Civil Status :** Single
* **Height :** 5 feet 3 inch
* **Citizenship :** Filipino

**EDUCATIONAL ATTAINMENT**

**Tertiary:**

**Bachelor of Science in Nursing Ateneo de Naga University**

  Naga City Philippines

June 2007- March 2011

 **Secondary: Universidad de Sta. Isabel**

 Naga City Philippines

June 2001- April 2005

**PROFESSIONAL EXPERIANCE**

**Medical Secretary/Nurse**

**December 2012-Present Abu Dhabi, UAE**

**MY DUTIES& RESPONSIBILITIES:**

* Checked vital signs, weigh the patients
* Encoded prescriptions and obtaining diagnosis(ICD,CPT),signatures and stamp of the physician
* Assisted patients with their room assignment and other needs
* Obtained past and present history of the patient
* Assisted the doctor in basic procedures
* Answered telephone calls and transfer calls to appropriate person
* Received and sent documents and reports (laboratory/Radiology/MRI/Ultrasound)
* checked-up schedule appointments and medical appointments for patients
* Prepared Medical Reports, Sick leave and referral form

**Nurse Apprentice**

**December 2011– March 2012** **Naga City, Philippines**

**MY DUTIES & RESPONSIBILITIES:**

* Provided direct nursing care activities and coordinates care planning with other disciplines.
* Coordinated physician reviews to clarify medical issues and provide updates on the healthcare review status.
* Conducted nursing assessments based on the patient history and his/her physical status by obtaining critical medical signs and performing tests.
* Communicated intensively with patients and their families
* Documented all pertinent data related to patients condition.

**CHARACTER REFERENCES:**

Available upon request