**ANGELICA**

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JOB OBJECTIVES

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To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

* Want a challenging and responsible position as a nurse in a clinic or hospital to enhance my knowledge and skills

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SKILLS AND ABILITIES

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* Hardworking, honest patient and can work under pressure
* Good Communication and Interpersonal Skill
* Knowledge in Microsoft Applications such as Word,Excel,Powerpoint

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WORK EXPERIENCE

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**Follow-up Clerk/Encoder** Dec 2013 - 2016

**Dr. Azzam Al Abdulrazzak Clinic (Pediatric Clinic)** Satwa Al diayafa, Dubai

* Encoding and writing of daily Patient Record. **(PRESENT)**
* Managing Files and laboratory result.
* Preparing Files for Appointment/Walk-in Patients every day.
* Answering phone calls.

**Sales Staff** Feb 2012 – Dec 2012

Penshoppe Boutique Eastwood QC, PHL

* Welcome costumers, provide assistance and respond to their concerns.
* Recommend, select and help the costumers locate the right merchandise.
* Assisted and persuaded costumers for the selection and purchase of clothes.
* Ensure that the merchandise are properly displayed, stocked and labeled.
* Answered customer’s inquiries and complaints.
* Handle cash and credit sales, and close out till at the end of the day.
* Process, price and shelve incoming products.
* Effectively communicate store policies.

**Collection Officer (Audit)**Oct 2011 – Sept 2012

PBCom Tower Bldg. Makati City, PHL

* Responsible for the collection and payment transactions through online system.
* Answer costumer questions regarding problems with their accounts.
* Locate and notify customer of delinquent accounts by mail.
* Record information about financial status of costumers and status of collection efforts.
* Locate and monitor overdue accounts, using computers.
* Interacting with computers including hardware and software to program, write software, set up functions, enter data, or process information.
* Communicating with Supervisors, providing updates to co-workers and subordinates by email or in person.
* Documenting/Recording Information.

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EDUCATIONAL BACKGROUND

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*Bachelor of Science in Nursing (BSN)* June 2006 – March 2010

Delos Santos STI School of Health Profession

 E Rodriquez Sr. Blvd, Quezon City.

***School Affiliates:*** National Children’s Hospital, Philippine Orthopedic Center, San Lazaro Hospital, Quirino Memorial Medical Center, De Los Santos Medical Center, Antipolo Medical Hospital.

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QUALIFICATIONS AND SKILLS

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* Dedicated to work and self-motivated.
* Ability to work well under pressure with minimum supervision.
* Computer Literate (Microsoft Office, Internet Browsing).
* Responsible, respectful, patient and trustworthy
* Strong physical capabilities.
* Flexible and quick learner.
* Determined to learn and accept challenging roles.
* Pleasing personality to interact with costumer or guest.

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PERSONAL BACKROUND

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Citizenship : Filipino

Date of Birth : 02 July 1988

Weight 90 lbs

Height : 5’’

Age : 27 years old

Gender Female

Marital Status : Single

Religion : Roman Catholic

Languages : Tagalog and English

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

