**MELODY**

**Career objective**

 To secure a position that will allow me to use my strong organizational skills, educational back ground and ability to work well with people in a stable and prestigious company.

**Personal data:**

Birth date: September 02, 1983

Sex: Female

Height: 5 feet 4 inches

Weight: 50 kls

Civil Status: Single

Citizenship: Filipino

Religion: Christian

**Qualifications:**

* Proficient in English and Filipino
* Computer literate ( Microsoft Word, Excel and Powerpoint)
* Can do multi- tasking
* Above average communication and interpersonal skills

**Employment history:**

**Pharmacist Assistant/ Officer in charge**

*The RealMed Pharmacy (January 2014- January 2016)*

Valenzuela City, Phillippines

-Manage the cash register

-taking in and handing out prescriptions

-dispensing prescriptions

-using computer systems to generate stock lists and labels

-ordering items

-receiving, loading, unloading deliveries

**Office clerk**

*Golden Motor Telecom ( May 2010- May 2013 )*

Al ain ,United Arab Emirates

* Organized client files, compile, copy, sort, and file records of office activities
* Doing monthly and yearly inventory of stocks
* Activating the simcards, du and ettisalat
* Answer telephones, direct calls and take messages.
* Making simcards invoices, POS operated
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Operate office machines, such as photocopiers and scanners, facsimile machines and personal computers.

**Assistant company nurse**

*Passerelle ( June 2008- June 2009)*

* Organize regular medical examinations of all employees.
* Monitor absence patterns especially AWOL and visit employee home if needed
* Monitor the stock inventory of medicines and other necessary supplies from time to time. Perform any other duties and responsibilities that maybe assigned by the management or the company doctor.
* Administer first aid treatments and provide medications for employees as needed. Monitor and record the patient's condition. Assist all injured employees to the nearest hospital. Maintain all employees medical and other similar records. Secure and ensure that the sick employees submit "fit to work".

**Filing clerk**

***Passerelle (November 2007- May 2008)***

* Retrieve, sort, and file all information
* Place essential papers and materials in files
* Collect materials to be filed from company and staff
* Copy and fax, sort mail. hand out reports and memos
* Screen and direct incoming calls
* Locate and eliminate materials from files upon request

**Educational background:**

Tertiary: Our Lady of Fatima University

 120 Mc Arthur Highway, Valenzuela City

 Bachelor of Science in Nursing

 2003 – 2007

 Pamantasan ng Lungsod ng Maynila

 Intramuros, Manila

 BS Tourism & BS in Education Major in Biology

 2001 – 2003

Secondary: Colegio De Sta. Cecilia

 Gen. T. De Leon, Valenzuela City

 2000 – 2001

 New Era University

 St. Joseph St., Milton Hills

 Diliman, Quezon City

 1996 – 2000

Primary: Christian Values School

 Aguinaldo Hi-way, Bacoor, Cavite

 1989 - 1996

**Hospital Affiliations:**

* Dr. Jose Fabella Memorial Hospital
* V. Luna Medical Center
* East Avenue Medical Center
* Santos General Hospital
* National Center for Mental Health

**Job Seeker First Name / CV No: 1717998**

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