

**ELLERIE**

*Rolla, Sharjah*

*Email Address:* ellerie.294820@2freemail.com

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| **OBJECTIVE** |

Seeking a suitable position in accordance with my professional experience qualification and skill achieved over the years towards attainment of self- development in career, thereby contributing to the overall growth and profitability of the organization.

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| **SKILLS** |

* Good communication in English
* Strong interpersonal skills
* Can work in different shifts
* Computer literate
* Team Player
* Flexible
* Adaptable
* Trainable

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| **WORKING EXPERIENCE** |

#### Dallas Medical Center

Receptionist-Nurse

July, 2015 – April 4,2016

#### 386-B Wasit street

#### Sharjah, U.A.E.

* This company is active for treating patients which in line to dental problems, as well as orthodontics and dermatology.

*Duties & Responsibilities:*

* Welcome patients to the clinic and show them to their seat.
* Receiving Phone calls and make appointment of Patient.
* Assisting the Doctor’s in treating the patient.
* Assisting any queries and other task instructed to us.

#### Smart Communications Inc.

Front Desk/Customer Solutions Officer/ Sales Officer

December, 2012 – April 2015

#### Makati City, Philippines

* This company is one of the biggest telecom Company in the Philippines. They give good services in prepaid as well as postpaid line.

*Duties & Responsibilities:*

* Welcome customers with a smile while asking about their concern.
* Giving a good customer service experience.
* Marketing postpaid plans to the customer.
* Giving any possible solutions to the customer’s concerns or problems.
* Assisting any queries.
* Handling basic gadget trouble-shooting.
* Monitor subscribers applications and give feedbacks within 24-48hours.
* Composing a calm attitude when handling an irate customer.

**Zamboanga del sur Medical Center**

General Nurse

April –November 2012

Pagadian City, Philippines

* This is a tertiary government hospital which gives private and public services and facilities.

*Duties & Responsibilities:*

* Giving good and gentle care to the patients
* Taking patients Vital signs
* Observing Patients behavior
* Carry out doctor’s order
* Monitor patients
* Giving proper medications to the patients per doctor’s order
* Informed physician for any changes in patient’s vital signs or behavior.

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| **EDUCATIONAL ATTAINMENT** |

Tertiary : Bachelor of Science in Nursing

 Misamis Universtiy

 Ozamiz City, Philippines

Diploma : Registered Nurse

 Misamis University, Ozamiz City Philippines

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| **OTHER ELIGIBILITIES** |

Certificate : Nursing Licensure Exam (Passed)

 Exam Dated: December, 2011

Licensed : **Registered Nurse**

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| PERSONAL INFORMATION |

Date of Birth : May 6, 1991

Nationality : Filipino

Marital Status : Single

Gender : Female

Visa Status : Visit Visa