**LESLIE R. ALMONTE**

**OBJECTIVE**

 To obtain a position where I could effectively apply my skills and knowledge I’ve learned to give an opportunity to work productively and accurately in your company.

|  |
| --- |
| **EDUCATIONAL BACKGROUND :**  **TERTIARY EDUCATION** Dr. Carlos S. Lanting College Casaul General Hospital  Bachelor of Science in Nursing **BSN** (2002 – 2006)**SECONDARY EDUCATION** Mount Carmel High School of Infanta High School (1999 – 2002)**PRIMARY EDUCATION** REAL CENTRAL ELEMENTARY SCHOOL (1995-1999) |
| **SKILLS:*** Excellent written and verbal communication skills.
* Excellent interpersonal skills, including a pleasant telephone manner.
* A friendly and welcoming approach.
* Good administrative skill and the ability to use email and booking system.
* Ability to remain calm during difficult situations or in a busy environment.
* Solid clinical knowledge and good critical thinking skill.
* High organized, Flexible and reliable.
* Presentable
* Work with her own initiative fast learners.
* Strong MS office experience ( Excel, Word ,Power Point)
 |

|  |
| --- |
| **WORK EXPERIENCE:****December 2010 to Present****Position –Office Staff****Duties and Responsibilities:*** Serve customer via telephone and emails
* Greetings with customer
* Give company information via telephone and emails
* Handle computer related to report necessity
* Able to documentation and keeping records
* Answer screen and forward and incoming phone calls
* Able to prepare plan meals
* Excellent communication and wiriting skills
* Able to perform delagate task instructed by the manager

**Secretary/ Executive Assistant*** Answering and managing incoming calls.
* Organizing and maintaining files and records
* Planning and Scheduling meetings and appointments.
* Making travel and guest arrangement.
* Update appointments calendars and schedule meetings appointments.
* Check printouts and performed statistical checks for accuracy.
* Store data in safety place.
* Verified, updated and corrected source documents.
* Able to do documentation and keeping records.

**Position: Company Nurse****National Food Authority (NFA)**October 2008 -November 2010**Duties and Responsibilities**:* Worked closely with employees to establish a healthy and productive work environment.
* Administered first aid treatments and provided medication for employees as needed.
* Monitored and recorded patients condition.
* Maintained all employees medical and other similar records.
* Generated medical reimbursement report every month.

**Hospital Experience** **Claro M Recto General Hospital**October 2006- Sept 2008**Job Description:*** Assesses plans implements then evaluates outcomes with charge nurse.
* Ensure safety of patients through the use of side rails and proper instructions to patients relatives.
* Gives health teaching on hygiene, medication, fluids restriction, discharge instruction etc.
* Performs procedures such as Vital sign taking.
* Check potency and renders care like IV lines, In-dwelling catheter, NGTs.
 |

**ADDITIONAL QUALIFICATION/S:**

* Proficient Use of Ms office applications and world wide web.
* Well developed interpersonal abilities.

**PERSONAL INFORMATION:**

**Date of Birth** : July 26, 1985

**Place of Birth** : Real, Quezon

**Civil Status** : Single

**Citizenship** : Filipino

**Language** : English, Filipino

**Sex** : Female

**Religion**  : Roman Catholic

**Job Seeker First Name / CV No: 1801674**

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

 