|  |
| --- |
| Floyd  [Floyd.316231@2freemail.com](mailto:Floyd.316231@2freemail.com)  **PERSONAL INFORMATION**  To acquire new knowledge and skills not only learn from the academe and utilize the learning experience to be more productive and effective norm individual.  **ABILITIES AND SKILLS**   * Accustomed to working under pressure with ability to prioritize * Strong command in English communication both oral and written * Highly motivated and goal focused * Excellent Interpersonal Skills and ability to work well with others * Patients, punctual, reliable and honest * Ability to think quickly and respond to difficult situation * Knowledge in compuer |

**EDUCATION BACKGROUND**

Bachelor of Science in Nursing

Medina College

Misamis Occidental Philippines

March 2010

St. Vincent High School

Bonifacio, Misami Occidental Philippines

March 2006

Bonifacio Elementary Central School

Bonifacio Misamis Occidental Philippines

March 2001

**WORKING EXPERIENCE**

**Volunteered Nurse**

Clinica Ozaraga Hospital

March 2010 - November 2010

* Provide direct care by assisting patients with hygiene and cleanliness
* Check record patients vital sign
* Ensure that all patients documentations in order and medical records are updated
* Provide assistance with victims of accidents or medical emergencies

**OPD Clerk**

Clinica Ozaraga Hospital

December 2010 – September 2011

* Interview incoming patients or representative and enters information required for admissions.
* Explains hospital regulation in the hospital
* May compile data for occupancy and census records
* Obtains signed statement from patient to protect hospital’s interest

**Pharmacy Clerk**

Clinica Ozaraga Hospital

November 2011 - August 2012

* Managed telephone orders and ensured proper processing by the pharmacist
* Maintained store weekly inventory of medical supplies
* Responsible for keeping over-the-counter stock in supply.
* Provided counseling to the patients or relatives

|  |
| --- |
| **EXTRA CURRICULAR ACTIVITIES**   * Cycling * Traveling places * Playing basketball * Updating social media * Painting * Online games |

**Office Assistant cum office boy**

ADNH Middle East LLCS – Head Office

Abu Dhabi U.A.E.

October 2012 - April 2013

* Serve coffee and Tea for staff and visitors
* Receiving mails and filing documents
* Monitoring the use of equipment and supplies within office
* Coordinating the maintenance
* Do printing and scanning documents

**Office Assistant cum messenger**

Masdar Institute, Masdar City

H.R. Department

May 2013 --->

* Operated Office equipment such as printer and computer
* Monitoring the use of devices and supplies within the workplace
* Order inventory and distribute office supplies
* Coordinating the maintenance of devices for the workplace
* Assisting management personnel in wide variety of workplace responsibilities
* Collecting and distributing couriers among workers.
* Ensuring all documents up to date as possible and updating the files.
* Multi-task

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

Floyd