**REYNANTE**

**REYNANTE.326245@2freemail.com**

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CAREER OBJECTIVE:

To succeed in an environment of growth and excellence in my chosen career, and earn a job which provides me satisfaction and self-development to help me achieve personal as well as organizational goals.

**EDUCATIONAL BACKGROUND:** Bachelor of Science in Nursing

(November 2012)

University of Batangas

Hilltop, Batangas City, Philippines

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**JOB EXPERIENCE:**

**Logistic Assistant/ Sales Associate**

INTC STEEL DRUMS LLC (May 2016 – December 2016)

DIP 2, Dubai, UAE

Duties and responsibilities:

* Maintain accurate and updated stocks of materials coming in and out of the company
* Manages the incoming and out-going deliveries of materials
* Communicate and provide feedback to inquiries of clients
* Prepares necessary documents such as Delivery Notes and Packing List for out-going delivery.

**Warehouse Supervisor/ Reception/Front Desk/ Sales Representative/ Purchaser**

STARLINK STEEL DRUMS LLC (June 2015 – April 2016)

DIP 2, Dubai, UAE

Duties and responsibilities:

* Supervise the factory and workers and provides safety materials and equipment for work
* Checks and provide record of incoming and out-going deliveries of the company
* Communicate and provide feedback to inquiries
* Inquire some materials and chemicals to other companies for factory use

**Wellness Nurse**

Business team Nutrition Management System Inc. – Nestle Philippines

7th Bethlehem, Antipolo City, Rizal, Philippines (January 2014 – January 2015)

Duties and responsibilities:

* Acquire necessary information from consumers for baseline data.
* Render assistance to Nutritionist and Dietitian for consultation.
* Assist client in getting height, weight and Body Mass Index (BMI) as needed.
* Provide participants with give-away products as token of appreciation for participation.

 **Home Care Nurse**

 **Mr. Danilo De Castro** (Post Kidney Transplant patient**)**

 Taysan, San Jose, Batangas, Philippines (November 2012 –December 2013)

Duties and responsibilities:

* Check the sugar level of the client and provide necessary action.
* Instruct and secure client of do’s and don’ts for his health.
* Assist the client in cleaning and dressing of the surgical wound.
* Monitor and provide appropriate medicine and attend to needs of client until recovery.

**Nurse-Intern**

August 2008- October 2012

* + **Batangas Regional Hospital,** Batangas City, Philippines
	+ **Saint Patrick’s Hospital Medical Center,** Batangas City, Philippines
	+ **Batangas Provincial Hospital,** Lemery, Batangas, Philippines
	+ **Philippine Orthopedic Center,** Quezon City, Manila, Philippines
	+ **National Center for Mental Health,** Mandaluyong, Metro Manila, Philippines
	+ **Philippine General Hospital,** Taft Avenue Ermita, Brgy 670 Zone 72, Manila, 1000 Metro Manila, Philippines

**Skills:**

* + Fluent and conversational in English Language.
	+ Proficient in **MS Office** applications: **MS Word, MS Excel, MS PowerPoint**
	+ Initiative, hardworking and a fast learner.
	+ Adaptive and has valued integrity.
	+ Good in dealing with co-workers and superiors.
	+ Excellent in giving customer service and customer satisfaction.
	+ Decision maker and has ability to comprehend issues easily.

**Personal Details:**

**Date of Birth:** February 17, 1990

**Age:** 26

**Sex:** Male

**Civil Status:** Single

**Birthplace:** San Jose, Batangas, Philippines

**Religion:** Catholic

**Height:** 5’ 5”

**Weight:** 69 kg

**Spoken Language:** English, Tagalog

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

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