**MARISSA**

[**MARISSA.334599@2freemail.com**](mailto:MARISSA.334599@2freemail.com) ****

PROFILE SYNOPSIS

Possess excellent working skills and Knowledge together with good communication & interpersonal traits, talent for problem solving and proven ability to work in highly professional environment with multicultural people. An ambitious, self-motivated and committed team player who can bring to your organization: passion, productive ideas, organized work approach, professionalism and strong strength of work ethics.

SEMINARS CONFERENCES AND TRAINING ATTENDED

* CONTINUING NURSING EDUCATION
* ACHC CONFERENCE FOR THE ACCREDITATION OF HOME HEALTH CARE
* CODE WHITE/YELLOW AND BLACK
* CARE FOR PERSON WITH SPECIAL NEEDS
* COMPUTER BASED PATIENT HEALTH DOCUMENTATION
* STANDARD FIRST AID TRAINING
* BASIC LIFE SUPPORT TRAINING
* CPR TRAINING FOR HEALTHCARE PROVIDER

SKILLS AND QUALIFICATIONS

Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Word Processing , Professionalism, Quality Focus, administration officer.

SKILLS YEARS OF EXPERIENCED PROFICIENCY

CUSTOMER SERVICE 1 ADVANCED

COMPUTER LITERATE 2 ADVANCED

TYPING IN MICROSOFT WORD, 2 ADVANCED

MICROSOFT EXCEL ADVANCED

FRIENDLY AND ENGAGING PERSONALITY

HAVE A CONFIDENT MANNER

LANGUAGES

ENGLISH - EXCELLENT

ARABIC - AVERAGE

TAGALOG - EXCELLENT

QUALIFICATIONS

* COLLEGE Mary Chiles College of Nursing

Manila Philippines

Bachelor of Science in Nursing

2003-2005

The Family Clinic College of Nursing

Manila Philippines

2005-2007

* DEGREE/TITLE: Trace College Caregiver Training Program

Manila Philippines

September 15, 2008

* SECONDARY Dipaculao National High School

Dipaculao,Aurora

1999-2003

EMPLOYMENT HISTORY

1. **THE NATIONAL CENTER FOR HOME CARE** : **HOME CARE**

FROM/TO : DEC- 2014 TO Jan-07 2017

POSITION TITLE : **HR-ASSISTANT /ACCOUNTANT ASSISTANT/SECRETARY**

**DUTIES AND RESPONSIBILITIES :**

* Prepare correspondence, forms, manuals, schedules, contracts, and reports for the assistant superintendent of human resources and other department staff members.
* Prepare recruitment and new-hire packets.
* Compile pertinent data as needed when preparing various state, and local reports, including school board report .
* Initiate and maintain physical and computerized departmental files for all employees and applicants including verification of completeness of files.
* Responsible for online application process, including verifying completeness of files, sending acknowledgement cards, and notifying those not selected for employment.
* Assist with the purging of inactive HR records.
* Process requests for official district records, including maintaining log of requests for records.
* Assisting the General Accountant
* Responsible for Preparing Payroll

1. **AL NOOR HOSPITAL** : **HOSPITAL** FROM/TO: AUGUST 2009-SEPTEMBER 2014

POSITION TITLE :

-**OPD ASSISTANT**

**-OPTHALMOLOGY ASSISTANT**

**- Doctor SECRETARY**

SPECIALIZATION : **PATIENT SERVICE**

**DUTIES AND RESPONSIBILITIES:**

* Help doctors in completion EMR documentation
* Assist patient whenever needed
* Provide proper explanation about follow up as per need.
* Call and assist patient inside the physician’s room.
* Maintain patients confidentiality at all the time
* Help unit in crisis situation
* Ensure cleanliness of doctors room
* Deliver and pick up patient document as per needed.
* Maintain equipment checklist at the beginning of each shift
* Take responsibilities as assigned by the nurse in charge

1. COMPANY NAME : **CENTER POINT SHOPPING MALL** FROM/TO : JULY 2005– SEPTEMBER 2006

POSITION TITLE **: SALES ASSISTANT**

SPECIALIZATION : **CUSTOMER SERVICE**

**DUTIES AND RESPONSIBILITIES :**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays

**PERSONAL PARTICULARS**

DATE OF BIRTH : MARCH 18, 1986

GENDER : FEMALE

HEIGHT : 5’6

Visa : Expired January 07 2017

NATIONALITY : PHILIPPINES

CITIZENSHIP : FILIPINA

ALL CREDENTIALS IS AVAILABLE UPON REQUEST

APPLICANT: