CONSUELO P. ARAGON

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**POSITION APPLYING FOR: STOCK CONTROLLER /**

**GENERAL CLERK / STORE KEEPER / CASHIER / BILLER /**

**ANY CLERICAL JOB**

**Present Address : Abu Hail, Deira, Dubai, UAE**

**Email :**

**Mobile No. :**

**Nationality : Filipino**

**Year of Birth : 1964**

**Civil Status : Married**

**EDUCATION AND PROFESSION:**

* **BSC – Bachelor of Science in Commerce, Major in Accounting, Saint Louis College, 1984, San Fernando City, La Union, Philippines**
* **Passed the Phil. Government Examination for Civil Service Commission,**

**Professional, 1987**

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**KEY SKILLS:**

* **Stock Management work or others according to professional standards and practice guidelines and able to work as both a team leader and member.**
* **Ability to solve complex problems and deal with a variety of issues and to effectively present information and respond to questions from managers and employees**
* **Knowledge of quality assurance, infection control practices and general knowledge of required critical care.**
* **Flexible and able to prioritize and adapt during emergencies.**
* **Good planning, evaluating and organization skills.**
* **Computer literate and proficient in MS Office - Word and Excel**
* **Fluent in writing and speaking English**
* **Proven ability to interact with people, clear, fluent, expressive use of verbal and written language to convey information and ideas.**

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**SUMMARY OF QUALIFICATION:**

**More than 10 years experience in material handling related to receiving, stocking, dispensing and monitoring supplies and documents encoding, handling and transcribing. Good knowledge in stock control of all materials, consumables, used in Hospitals and Establishments in Saudi Arabia. Also more than 10 years experience in running a restaurant business, which involves the management of customers and employees, purchasing of goods and selling it for profit. It includes also the proper accounting of all dues and materials coming in and out which involves inventory and control in the Philippines. Makes records for all reports for future reference.**

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**EXPERIENCE RECORDS:**

**29 MAY 2012- 30 NOV 2016**

**P.O. Box 2000 Riyadh 11393**

**Takhassusi Road, Riyadh, KSA**

**Stock Controller/General Clerk**

***Responsibilities:***

* **Check and document daily the room temperature and humidity. Coordinate any variance in the room temperature for the necessary action.**
* **Check, count and document of the laundry supplied to the unit (delivered, soiled and condemned).**
* **Re-fill of stocks for all the unit trolleys.**
* **Check and monitor the medical/non-medical consumables, disposables and other stock/non-stock items in the unit’s stock room. Maintain proper labelling and cleanliness of the areas.**
* **Make official Purchase Request or Material Request for all related medical/non-medical material and item requirements dully approved by the Charge Nurse or Head Nurse.**
* **Receive all the deliveries from the Sub-store as requested, with the updated documentation of Unit stock counts.**
* **Check and document the medication refrigerator (i.e.: medications, breast milk) in the unit for the temperature monitoring.**
* **Assist in encoding and documenting of the charge slips of each assigned patient.**
* **Demonstrate expertise in implementing the set policies on patient safety and staff safety.**
* **Work within the set standards of the unit within the defined policies and procedures and protocols of the nursing department.**
* **Perform tasks with the proper utilization of the resources and supplies provided to the unit.**
* **Perform other applicable task and duties assigned with the realm of her knowledge, skills and abilities.**

**18 JUN 2008 – 30 MAR 2012 DR. SOLIMAN FAKEEH HOSPITAL**

**P.O. Box 2537, Jeddah 21461**

**Kingdom of Saudi Arabia**

**Medical Secretary (OR Clerk)**

***Responsibilities:***

**Responsible in filing documents or papers. Taking down minutes of meeting, Encoding Operating Room medical supplies and stock consumptions. Encode billing charges, make letters, etc. Do other duties that maybe assigned.**

**22 NOV 2005 – 16 OCT 2007 KING FAHAD GENERAL HOSPITAL**

**P.O. Box 8488, Jeddah 21196**

**Kingdom of Saudi Arabia**

**Medical Transcriptionist**

***Responsibilities:***

**Responsible in transcribing OR sheets, discharge summaries and medical reports. Make also death summaries, ECHO transcribing reports, etc. Do other duties that maybe assigned.**

**08 MAY 1990 – 08 JUN 2005 CELARCON STORE AND RESTAURANT**

**Flores St. Catbangen, San Fernando City,**

**La Union 2500, Philippines**

**Manager-Owner**

***Responsibilities:***

**Responsible for the good operation of the business so that it will make profit to the maximum. Make records and pays all the incoming and outgoing expenditures of the restaurant. Supervises all my employees and give them their monthly salaries and allowances. Do all other duties that will occur for the good benefit of the restaurant.**

**16 MAR 1986 – 31 DEC 1989 ANCHORAGE BEACH RESORT AND HOTEL**

**Paringao, Bauang, La Union, Philippines**

**Front Desk Clerk**

***Responsibilities:***

**Receive calls from clients and customers. Records all daily transaction of the hotel. Checks in and out customers and collect from them the necessary payment for their stay and the food they had consumed. Reports to the Hotel Supervisor. Do other duties that will be assigned to me.**

**08 FEB 1984 – 31 JAN 1986 SAINT PETER LIFE PLAN INC., La Union Branch**

**Second Floor, PBCOM Bldg., Ortega St.**

**San Fernando City, La Union, Philippines**

**Secretary**

***Responsibilities:***

**Receive calls from clients and underwriters. Records all transactions given by the underwriters and managers for future references. Process the insurance claims of the clients for death, pension and medical claims and send them to the manager for approval. Do other duties that will be assigned by my manager.**

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**DECLARATION:**

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

**CONSUELO P. ARAGON**

**APPLICANT**

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| **CONSUELO P. ARAGON – CV No 2022414**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |