**LYNDO **

**Email: [LYNDO.337613@2freemail.com](mailto:LYNDO.337613@2freemail.com)**

**OBJECTIVE**

To obtain a challenging position and build confidence where I can utilize my skills and performance of tasks and responsibilities for the expansion and growth.

**SKILLS**

* Computer Literate: MS Office
* Proficient in writing and Speaking English
* Experience in Administrative Function and supervisory Function
* With U.A.E drivers license (Automatic)

**Work Experience**

**Sales Executive / Shop In charge** November 7, 2014- November 7, 2016

**Jawhara Al Sham Sunglasses Trading L.L.C**

Baniyas Square, Deira, Dubai UAE

* Responsible for executive presentation and sell company products and services to current and potential clients.
* Develop and maintain sales materials and current product knowledge.
* Establish and maintain current client and potential client relationships.
* Manage account services through quality checks and other follow-up.
* Identify and resolve client concerns.
* Ensures customer satisfaction.
* Answers telephone for customer’s needs and inquiries.
* To order and follow up optical needs directly to supplier.
* Responsible for stock taking
* Doing outdoor sales within the U.A.E

**Sales Executive / Oscar Optic** June2012 to July 7,2014

Rigga Road, Deira, Dubai UAE

* Responsible for executive presentation and sell company products and services to current and potential clients.
* Develop and maintain sales materials and current product knowledge.
* Establish and maintain current client and potential client relationships.
* Manage account services through quality checks and other follow-up.
* Identify and resolve client concerns.
* Ensures customer satisfaction.
* Answers telephone for customer’s needs and inquiries.
* To order and follow up optical needs directly to supplier.
* Knows how to get the power of the spectacles with the use of lens meter.
* To handle some minor adjustments of frames and sunglasses.
* Can read and understand different form of optical prescription.
* Knows how to get the PD of the glasses and the costumers.

**Staff nurse/Caregiver**

Care for the Elderly Foundation INC. Nov. 2011 – Apr. 2012

Biao Guinga, Tugbok, Davao City

* Does administrative functions like interpreting hospital policies and procedures, attends meeting and conferences, answers phone calls, coordinates with maintains good relationship with other hospital personnel.
* Responsible for the monitoring and continuity of patient care from shift to shift.
* Plan and identify needs to give and evaluate nursing care to patient.
* Admits/discharge patient and informs doctors of admission/discharge.
* Responsible for the Health Teaching for the Elderly.
* Administers medications and remedial actions when appropriate and records these in the chart.
* Ensure the sanitation and wellness of the Home Care Center.

**Staff Nurse**

Isaac T. Robillo Memorial Hospital Oct. 2010 – Nov. 2011

Davao-Bukidnon National Highway, Calinan Davao City

* Identifies, plans, implements and evaluates direct nursing care to patients and to ensure that their needs are met.
* Performs such functions as stipulated in scope of nursing practice based on established standard care.
* Observes, evaluates, refers and institute remedial action to signs and symptoms whenever appropriate and documents the same in the patient's chart.
* Carries out and assisted in the implementation of the doctor's legal orders within the nursing scope of practice.
* Responsible for the monitoring of any changes inpatient's condition, level of consciousness, vital signs and notify doctors on duty as soon as possible.
* Performs new work as may be assigned by the head nurse.
* **EDUCATIONAL BACKGROUND**

**Brokenshire College**

Davao City

Bachelors of Science in Nursing

June 2005 – March 2009

**AMA Computer College**

Davao City

Bachelor of Science in Computer Science

June 1998- June2001

**PERSONAL DATA**

**Birth Date :** August 28, 1981

**Birthplace :** Dumaguete City

**Age :** 35 years old

**Nationality :** Filipino

**Civil Status :** Single

**Height :** 5’8”

**Visa :** Finished Contract