**JEZZA OBAÑANA SILVA**

BUR DUBAI

**CAREER OBJECTIVE**

To seek where I can fully obtain a position, where I can require personal growth, which may utilize my acquired knowledge and use my special skills and ability through the welfare of the patients and the institution.

**WORK EXPERIENCE**

 **(NURSE) AUGUST 2014-PRESENT**

DUBAI HEALTHCARE CITY,

**Responsibilities**

* To manage day to day operations of the health care clinic.
* To maintain health records, documenting each patient contact and updating profiles.
* To check equipment and supplies, restocking as necessary. Check first aid kit.
* To ensure confidentiality during visits and telephone contact, as well as medical records.
* To provide primary care for patients and staff health concerns during scheduled health service hours.
* To take initial interim history and vital signs on each patient.
* To assist physician as needed during exams.
* Working in close contact with other healthcare professionals like doctors, physiotherapists, occupational therapists, speech and language therapists, and psychologist.
* Documents patient assessment findings, physical/psychosocial responses to nursing intervention and progress towards problem resolution.
* Initiates first aid treatment and/or basic life support when the need arises.
* Assist the doctor in preparation of the patient prior to administration of botox injection.
* In charge of infection control management and medical record audit.
* Checking, monitoring and recording of patient vital signs prior to undergoing hyperbaric oxygen therapy.
* Assist in monitoring patient condition while being provided with hyperbaric oxygen therapy.

**ADMINISTRATIVE ASSISTANCE WORK:**

* Answer telephone calls politely and schedules the appointment of the physician for new consultation or follow-up appointment.
* Prepares the daily schedule of the patients, updating their attendance and call whether the patient will come or not.
* Responsible for the registration of new patients in the MHRC.
* Prepares the quotation of the patient who will be coming for therapy in the clinic.

**CITY HEALTH OFFICE** (NURSE) **JULY 2010- JUNE 2014**

DUMAGUETE CITY, NEGROS ORIENTAL

**Responsibilities**

* Preparing medications for IVTT injection for newborn babies.
* Doing prenatal for pregnant women.
* Giving vaccinations for infants.
* Giving health teachings for all patients.
* Monitoring patient's condition.
* Maintaining records and communicating with doctors.
* Assist the Doctor during consultation
* Doing home visits for postpartum women.

**CITY HEALTH OFFICE (**MEDICAL RECEPTIONIST**) JANUARY 2010 -JUNE 2010**

STA. CATALINA, NEGROS ORIENTAL

**Responsibilities**

* Greet patients
* Answer incoming calls and deal with inquiries
* Register patients according to established protocols
* Assist patients to complete all necessary forms and documentation including medical insurance
* Schedule hospital admissions, tests, scans and outside appointments for patients
* Complete other clerical duties as assigned
* Maintain stock of forms and office supplies
* Ensure reception area is well maintained, neat and clean
* Safeguard patient privacy and confidentiality

**QUALFON, INC.** (CUSTOMER SERVICE REPRESENTATIVE) **MAY 2008 – JULY 2009**

CEBU CITY, PHILIPPINES

**Responsibilities**

* Resolve customer complaints via phone, email, mail, or social media.
* Use telephones to reach out to customers and verify account information.
* Greet customers warmly and ascertain problem or reason for calling.
* Cancel or upgrade accounts.
* Assist with placement of orders, refunds, or exchanges.
* Advise on company information.
* Take payment information and other pertinent information such as addresses and phone numbers.
* Place or cancel orders.
* Answer questions about warranties or terms of sale.

**EDUCATIONAL BACKGROUND**

College: Southwestern University

Bachelor of Science in Nursing

Cebu City, Philippines

2004-2008

 Secondary: Saint Augustine Academy

 Bayawan City, Negros Oriental

 Philippines

 2000-2004

**KEY SKILLS**

**Key Strengths**

* Patient education, patient advocacy, and customer service.
* Office Administration and Organization
* Encoding and Database Management
* Medication preparations
* Excellent Customer / Client Relations

**Additional Skills**

* Excellent Multitasking Abilities
* Highly Organized and Goal-Oriented
* Read & Write :English and Tagalog

**COMPUTER PROFICIENCY**

Microsoft Office (Word / Excel / PowerPoint, Publisher, Outlook)

**PERSONAL DATA:**

Date of birth: July 17, 1987

Gender: Female

Civil status: Single

Citizenship: Filipino

Passport No.:

Date of Issue: August 16, 2016

Visa Status: Working Visa

**REFERENCE:** **AVAILABLE UPON REQUEST**

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

**JEZZA OBAÑANASILVA**

 Applicant

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| **JEZZA OBAÑANASILVA – CV No 2032374**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.comWe 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |