

Contact HR Consultant for CV No: 340454

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To apply skills learned in 4 years of experience in clerical and administrative duties with stellar background in performing such tasks.With a profound interpersonal skill and advocates multicultural diversity to serve effectively as your company’s front line representative.

Date of Birth: November 15, 1989

Education: Bachelors of Science in Nursing

Nationality: Filipino

***January 2015 up to present --- Receptionist cum Secretary***

***Antony Medical Centre Sharja, UEA***

Duties and Responsibilities:

* Establishing a good rapport to clients as soon as they enter the facility and ensures that they are well accommodated all throughout their stay.
* Assisting clients with their needs and queries and ensuring that they will all have excellent customer’s service experience at the end of the day.
* Maintains Telecommunication system;sorting out incoming calls,giving and confirming appointments.
* Entering patients record in the system.
* Assisting patients with their needs and assessing patients condition whether to give priority or referral to other medical facilities
* Direct patients by maintaining employee and Department directories;giving instructions.
* Maintains and keeps patient’s files and records.
* Cashiering.

***June 2012 - August 2013 --- Outlet Manager***

***Fragrance World Manila Philippines***

Duties and Responsibilities:

* Reflects the spirit of enthusiasm and optimism to awake the zest within my team in the same manner we are to our customers so as to be results driven team.
* Ensuring that I have planned and organized my daily work schedule;checking of daily orders and delivery schedules.
* Conducting inventory control daily.
* Conducting Stock review every week and placing orders.
* Monitoring competition on pricing,products,delivery schedules,merchandising techniques and at the end of the day,I gathered client’s feed backs with our products and services.
* Developing marketing strategies through research and systematic approach and develops recommendation to the management to ensure competitive development and optimum customer’s satisfaction.

***February 2014 - November 2014 ------ Nurse Cum Secretary***

***Shaun E. Borres M.D, FPOA***

Duties and Responsibilities:

* Acquiring and recording patient’s past medical History.
* Performs nursing assessment.
* Assist Doctor during casting procedures.
* Neurovascular status monitoring immediately after operation.
* Care of traction and monitoring.
* Performs continuous passive range of motion.
* Assist and care of patients with external fixation.
* Performs and teach patient of Post-op physical Exercises and therapy.
* Keeping of patient’s files and records.
* Inventory of stocks.
* Giving home care instructions and health teachings.
* Assisting Doctor during Home visits to patients following bone surgery.

Reference

Available upon request