**ESMAEJA**

 E-mail: esmaeja.367189@2freemail.com

**CAREER OBJECTIVE**

**Education:**

**Bachelor of Science in Nursing**

J.P. Sioson General Hospital and Colleges, INC

**Year Graduated:**

Year 2000 - 2004

***Nationality:***

*Filipino*

***Civil Status:***

*Single*

***Language:***

*English/Filipino/*

***Arabic***

***Birth Date:***

*May 20, 1983*

***Visa Status:***

*Visit Visa*

To further enrich my knowledge and skills to be able to achieve challenging career and to do the responsibility fitted for the job. To be a part of prestigious company that will enhance my talents and abilities as a person of vision.

**KEY OF QUALIFICATIONS**

* Hardworking and energetic; flexible; adapt easily to change of environment and work schedule.
* Positive attitude; interface well with clients, and co-worker.
* Multi-tasking
* Good communications and writing skills (English as a medium for Language, Arabic)
* Excellent in Collaborative approach
* Excellent in Internet and MS applications (Word,Powerpoint,Outlook,Excel)

**SEMINARS/TRAININGS ATTENDED**

 **Basic Life Support**

Saudi Heart Association

 Prince Mohammad Bin Abdulaziz,

 National Guard health affairs, Madinah

 November 15,2015- November 15, 2017

**WORK EXPERIENCES**

 **Prince Mohammad bin Abdulaziz Hospital**

 NGHA, Madinah Kingdom of Saudi Arabia

 Operating Room Department

 **Patient Care Technician cum Admin Administration Assistant**

 October 16, 2011 – April 1,2017

 **#39 Pharmacy & Clinic**

 General Santos City,Philippines

 **Pharmacy Sales Assistant**

 August 2004- May 2008

* **Detailed Job Descriptions**

 **Patient Care Technician cum Admin Assistant.**

* Responsible for daily stock taking
* Try to meet the needs and demands of the staffs in a friendly way
* Checks stocks level and availability supplies
* Ordering supplies thru oracle system
* Attending the incoming and outgoing calls.
* Perform other duties as assigned by unit manager (filing all the confidentiality documents)
* Maintain the stocks inventory
* Process multiple task simultaneously.
* **Pharmacy Sales Assistant**
* Receives and places incoming supplies on shelves, tagging and pricing each item according to directions
* Answering Customer calls promptly
* Meeting Customer's needs by assisting them whenever possible
* Rotating stock and checking for expired products
* Assists Pharmacist with inventory by counting drugs and supplies.

**REFERENCES**