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| ROSE ANN **E-mail:** **rose.ann.369364@2freemail.com** |  |

**Career Objectives:**

 To utilize my extensive through performing the task satisfactory, functionally and eventually take part in the success of the company through contribution of ideas and efforts for its advancement.

 To work and be able to share my skills in your organization where can I utilize the knowledge and training that I have obtained from my education and work experience and eventually create more learning for success.

**Education:**

 **NATIONAL CERTIFICATE II in HEALTH CARE SERVICES**

 Technological Education and Skills Development Authority

Republic of the Philippines

Certificate valid until June 12, 2019

**2 year PRACTICAL NURSING**

Asian College of Science and Technology, Philippines

June 2007- April 2009.

**Summary of Qualifications:**

* Extensive experience in medical transcriptionist.
* Proven skills in administrativeas well as secretarial work.
* Good customer service experience.
* Knowledge of documentation related to office administration.
* Possess high degree of sense of responsibility.
* Good communication Skill in English and Tagalog.
* Multi-tasking can handle work under pressure and deliver to demanding deadlines.
* Fast learner, committed and a good team player.
* Knowledgeable in the field of Practical Nursing.

**Software Skills:**

* Excellent working knowledge of PC based applications such as MS Office Outlook, MS-Excel, MS-word, and MS-PowerPoint.
* Excellent in Electronic Medical Records Database.
* Strong typing speed.

**Career Highlights:**

**Medical Transcriptionist cum Medical SecretaryINTERNATIONAL MODERN HOSPITAL**

June 2015 to Present Bur Dubai, United Arab Emirates

Responsible for the day to day typing of all reports from the hospital including DISCHARGE SUMMARIES, MEDICAL REPORTS and all necessary reports with approximately 40-50 reports per day.

 Main Duties and Responsibilities:

* Leads and monitors newly hired medical transcriptionist indeveloping and achieving professional expertise.
* Maintains accurate and thorough documentation followingestablished JCIA and hospital standards.
* Transcribe dictated reports from Orthopedician.
* Processing Birth Notification and Infectious Disease to DHA.
* Transcribe discharge summaries from(Medical and Surgical Ward, Ob-Gyne Ward, Nursery, ICU, HDU, NICU and Dialysis), Medical Reports, Dubai Maritime, Cardiology, Gastroenterology and Endoscopy reports and other reports as necessary.
* Return dictated reports in printed for physicians' review, signature, and corrections, and for inclusion in patients' medical records.
* Review and edit transcribed reports or dictated material for spelling, grammar, clarity, consistency, and proper medical terminology.
* Perform a variety of clerical and office tasks, such as handling incoming and outgoing mail, typing and operating office machines.
* Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
* Maintain filling system for easy access and preservation of data.

**Administrative Assistant DEPARTMENT OF SOCIAL WELFARE DEVELOPMENT**

October 2014–March 2015 Sustainable Livelihood Program

 Sorsogon City, Philippines

 Main Duties and Responsibilities:

* Answer telephone enquiries from staff and visitors.
* Provides information by answering questions and requests.
* Sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mails.
* Develop and maintain a filing system.
* Provide general support to visitors.
* Maintain office supplies for department.
* Typing letters and generating reports.

**Quality Control Inspector PETER PAUL PHILIPPINE CORPORATION**

August 2012 – August 2014 Food and Beverages Manufacturing

 Sorsogon City, Philippines

 Main Duties and Responsibilities:

* Approves incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
* Approves in process production by confirming specifications; conducting visual and measurement tests, communicating required adjustments to production supervisor.
* Accomplishes quality and organization mission by completing related results as needed.
* Documents inspection results by completing reports and logos, summarizing rework and waste; inputting data into quality base.
* Maintains safe and healthy work environment by following standards and procedures, complying with legal regulations.

**Computer Encoder LOCAL GOVERNMENT UNIT 0F SORSOGON**

June 2010 – June 2012 City Health Office

 Sorsogon City, Philippines

 Main Duties and Responsibilities:

* Prepare, compile and sort documents for data entry.
* Maintain own office equipment and stationery supplies.
* Print information when required and scan documents into document management or databases.
* Comply with data integrity and security policies.
* Also relays information to supervisors and other employees through in-person contact or via telephone and email communications.
* Check source documents for accuracy and verify and correct data when necessary.
* Obtain further information for incomplete documents.
* Update data and delete unnecessary files.

**PERSONAL INFORMATION:**

 Nationality : Filipino Marital Status : Single

 Gender : Female Date of Birth : March 31, 1991