 NAMES: DAHJI

[DAHJI.370903@2freemail.com](mailto:DAHJI.370903@2freemail.com)

### Summary

Enthusiastic, highly motivated Veterinary Nurse with over Seven years of experience. Excellent caring skills for animals, tactful and sympathetic in order to deal with upset or nervous owners, good at handling animals and at delicate tasks, prepared to carry out messy or unpleasant tasks. Possessing the stamina to cope with the physical and emotional demands and able to communicate effectively with owners and colleagues. Excellent administrative skills. Seeking full or part-time position in UAE-Cities area.

### Highlights

* Urine analysis equipment
* Use of muzzles and restraints
* Restraint for exams and treatments
* Oral and injectable treatments to hospital patients
* Veterinary injection and suction units
* Lab work (including VetLyte, VetTest, LaserCyte machines)
* Blood collection
* IV catheter placement
* Anesthesia monitoring
* Surgery prep
* Assisting in an array of surgical procedures
* Dental assisting
* Maintenance of surgery instruments and equipment
* Recording and charting procedures
* Strong organizational skills
* Excellent phone and computer skills
* Ability to multi-task efficiently
* Excellent communication, verbal and written skills
* Filing and maintaining medical records
* Handling multiple telephone lines
* Scheduling appointments properly for multiple veterinarians
* Maintaining inventory records

### Experience

*Saint Elizabeth Veterinary Clinic Bamenda Cameroon (September 2013 to January 2017)*  
*Doctor’s Assistant, Kennel Assistant, Receptionist*

* Assisting with exotics
* Assisting in emergency after hours calls (including large animal)
* Administered medication, immunizations, and blood plasma to animals.
* Assisted veterinarians in examining animals.
* Cleaned kennels, animal holding areas, examination and operating rooms, and animal loading/unloading facilities.
* Monitored animals’ recovering from surgery and notified veterinarians of any changes.
* Performed routine laboratory and diagnostic tests.
* Restrained animals during veterinary procedures.
* Inoculated animals against various diseases such as rabies and distemper.
* Performed a variety of services working as a Receptionist

*Saint Elizabeth Animal Hospital Bamenda Cameroon,(November 2010 to September 2013)*  
*Office Manager*

* Cross trained on all positions in practice to provide back up when needed.
* Managed a practice of 12 people.
* Placed purchase orders with vendors.
* Conducted new employee orientation to foster positive attitude toward organizational objectives.
* Handled understaffing, disputes, terminating employees and administering disciplinary procedures.
* Identified staff vacancies and recruited, interviewed and selected applicants.
* Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
* Maintained Accounts payable and receivable.
* Liaised with vendors to order and maintain inventory of office supplies and drug inventory.

***EDUCATION:***

* University Degree (Bachelor of Veterinary Medicin)2010
* Advance level certificate (A/L)at Government High school Mamfe 2006
* Ordinary level certificate at Government Secondary school Mamfe,Cameroon 2004

***REFERENCES: Available on request.***