

**Admin/Reception/Customer Service**

**Address**: Dubai, U.A.E

**Email:** [errol.374518@2freemail.com](mailto:errol.374518@2freemail.com)  **Visa**: Cancelled Visa

PROFILE

To presume a challenging career within dynamic organization which offers a positive work environment, providing an opportunity for professional growth and competencies in working in a fast paced multicultural environment.

WORK EXPERIENCE

Essential Duties and Responsibilities include, but are not limited to the following. Other duties may be assigned.



**Company:**

Sternon Real Estate (Developers, Builders and Promoters)

**Address:**

Dubai UAE

**Position:**

Administrative

Receptionist

**Work Period**

July 11, 2015 – September 20, 2017

* Providing professional reception service to clients and visitors
* Communicate verbally and in writing to answer inquiries and provide information.
* Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
* Arrange and confirm appointments.
* Organize and coordinate meetings and conferences.
* Set up and maintain filing systems for various documents and records.
* Processing Accounts (Bank Works, Bank Statements, Cash Statements, Ledgers, and Invoices) and monthly WPS for employees.
* Maintaining the cleanliness and orderliness of the office and monitoring and purchasing general office supplies and pantry requirements regularly.
* Review deliveries against the orders and deal with non- supplied, under orders, over orders and damaged goods.
* Arrange for Couriers or Pick up within and outside UAE.
* Responsible for calling and arranging interviews for hiring candidates.
* Organizing travel arrangements for senior managers.
* Carry out any other duties, as assign or requested within general areas of responsibility and grade of this post.

**Company:**

PAGCOR (Philippine Amusement and Gaming Corporation)

**Address:**

Hyatt Branch Manila, Philippines

**Position:**

VIP Bar Clerk

**Work Period**

October 20, 2014 – April 1, 2015

**Company:**

Aventus Medical Care, Inc.

**Address:**

Makati, Philippines

**Position:**

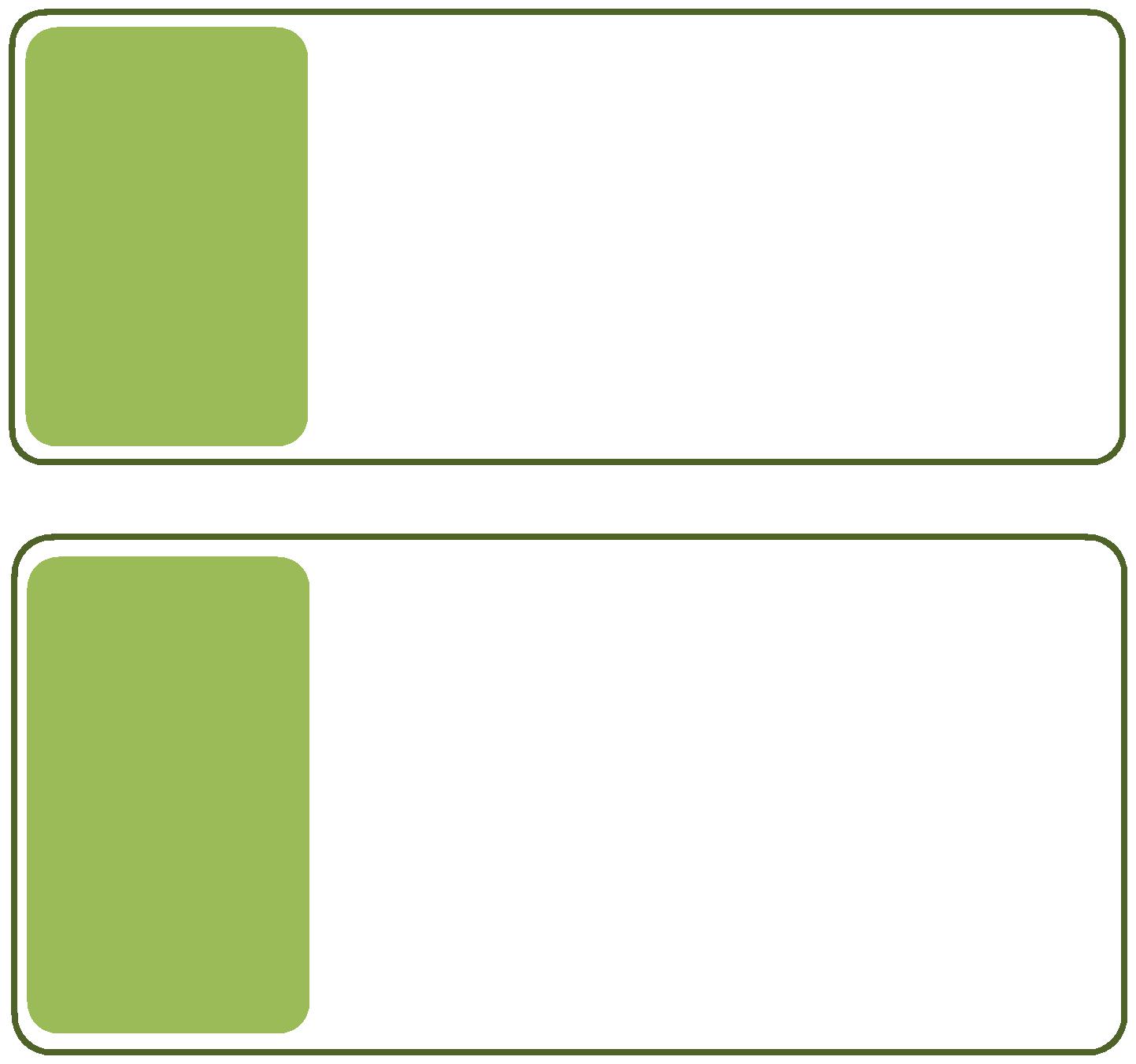
Registered Nurse/ Medical Records Processing Staff

**Work Period:**

March 25, 2013-

August 25, 2014

* Securing and developing all records, equipment, and programs related to Clerical Works.
* Providing information to customers by verifying and understanding request.
* Maintains daily records of items as per the invoices received daily from staffs.
* Answer and transfer calls departmentally and outside calls.
* Knowledgeable in using equipment for Clerical works (Printer, Photocopier, Scanner, Mimeo machine)
* Reports weekly inventory with VIP Supervisor to maintain items stocks and countercheck with her inventory sheet.
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 Maintain a client/ patient record that are well detailed and

correct, encoded to the company’s system.

* Demonstrate good clinical practice at all times and to be accountable for own actions.
* Ensure patients privacy and confidentiality.
* Carry out observations, investigations and treatments as required, including phlebotomy and ECG reading.
* Ensure equipment is in good working order
* Maintain accurate records of patient care.
* Organize tests and appointments both within and outside the hospital.
* Provide patients and families with information regarding the management of their condition.
* Ensure correct labeling and transport of specimens.
* Expediting of requested Patient’s Medical Record.

LICENSES

**July 2012**

* Red Cross Basic Life Support License
* Red Cross Standard First Aid Training License

**March 2013**

* American Heart Association Accredited Basic Life Support
* American Heart Association Accredited in Advanced Cardiovascular Life Support

**May 2013**

* Association of Nursing Service Administrators of the Philippines IV Therapy License

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EDUCATIONAL BACKGROUND

***Course:*** **Bachelor of Science in Nursing – Saint Jude College (April 2012)**

Nursing Licensure Examination (Philippines) Passer of January 30, 2013

**Awards:**

Certificate as Blood Committee

Certificate of Winning as 3rdPlacer in Inter-Collegiate “Battle of the

Brains’” Quiz Bee

***Short Course:* Intermediate Caregiving- Filipino Institute Burjuman Branch (September 2016)**

**Awards:**

* Top Student

SKILLS

* **Microsoft Office:** Word, Excel, Outlook, PowerPoint, Publisher
* **Speed Typing Test:** 189 CPM (38 WPM)
* Basic Photo Editing
* Brochure, Flyers and Tarpaulin Making
* Basic Knowledge in CorelDraw
* Under-Training of QuickBooks

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|  | PERSONAL INFORMATION |
| **Citizenship:** | Filipino |
| **Civil Status:** | Single |
| **Languages:** | English and |
| **Date of Birth:** | January 18, 1992 |

I hereby certify that all information stated above is true and correct based on my knowledge and belief. ;

**Errol**