Civil Status: Married

Nationality: Filipino

Visa Status:-Employment Visa (Transferrable)

Total UAE experience: 10 years

Availability: Immediate

**PROFESSIONAL QUALIFICATION:**

A conscientious, motivated, keen and innovative person with 7 years of experience providing excellent clinical care to multi- ethnic patients’ population. Trust worthy, flexible and able to adapt to various tasks and work conditions with sense of responsibility and dedication.

**WORK EXPERIENCE: August 2011 – November 2017**

**Secretary to the Director General**

New Hope Gynaecology and Fertility Hospital

Al Khan, Sharjah

**November 2007 – March 2011**

**Secretary to the Medical Director**

Conceive, Gynaecology and Fertility Hospital

Sharjah, UAE

**JOB DESCRIPTION:**

 Arranged doctor’s appointment in and out of the Hospital

 Responsible for all medical reports, reference letters, protocols etc.

 Responsible in all administrative work

 Follow-up patients concern and address them ASAP

 Responsible in maintaining personnel’s licenses and Hospital’s legal documents are updated

 Handles accounts

 Responsible in the purchasing of all consumables of the Hospital

 Handle’s travel booking including ticketing, hotel reservation and rent-a-car

 Purchase of office supply, stationery and necessary arrangements with cleaning company

 Maintain and updating CRM (Customer Relation Management)

Coordinate with suppliers to ensure orders are delivered as scheduled

 Maintain record keeping and filing system of reports, requisitions and other pertinent documents according to departmental policies. Classifies, sorts and files correspondence, records and other documents accordingly

**EDUCATIONAL ATTAINMENT:**

**Tertiary Level B.S Elementary Education**

Major in Early Childhood

St. Mary’s College

**2003 – 2006**

**Centro Escolar University**

B.S Dentistry

**1983 – 1987**

**I hereby declare that the above written particulars are true to the best of my knowledge and belief.**

**Charity**