As an enthusiastic nurse, I am seeking for a suitable position that would give me an opportunity to practice professionally, improve and impart my knowledge thus contributes towards providing excellent care to patients and achievement of the institution’s mission and goal.

**STAFF NURSE (General) – DHA licensed   
DHA – P – 0041737**

Clinic LLC (now Polyclinic)  
Obstetrics/Gynecology & Family Medicine

UAE  
February 2013 – June 2015

* Receiving patients, registration using medicoplus program, providing an individual case notes and ensuring strict confidentiality at all times.
* Administrative work, answering calls and emails, scheduling of patients, issuing reports, results, DHA E-sick leave certificate with the doctor’s approval, informing patients of their results as per doctor’s order.
* Building rapport, ensuring patient’s awareness of their rights and responsibilities in an out-patient facility
* Assessing patient’s state of health, taking patient history (family history, previous and present history) responsible in taking vital signs, taking bloods, insertion Intravenous infusion, ensuring patency, giving medications or injections as per doctor’s advice.
* Assisting the consultant during ultrasound scan using GE healthcare voluson 8 and colposcopy (Medgyn), Preparing the room , patient, and utilities, setting up the machines and connecting it with the computer program (Viewpoint and ColpoIT).
* Assisting the doctor/s during minor surgery or procedure (incision, excision, drainage, lavage, cosmetic correction of moles or scars, and cervical biopsy)
* Reassuring patients and providing full information prior conducting any procedures (gynae / non-gynae) , acquiring patient’s consent together with the doctor/s.
* Collaborating with the hospital departments and organizing medical procedures/operations that needs to done, documentation, strict completion of forms, handling/assisting clients with concerns, questions. Ensuring accurate information and transfer of care from outpatient to in-patient facility.
* Following up the patients, reminding them of their next visit and what needs to be done if required (esp Antenatal care, PIH, Gestational Diabetes, Obstetric cholestasis, Abnormal pap smears, Abnormal bleeding in pregnant and non-pregnant patients, Cysts, PCOS, Genital infections, Abnormal vaginal discharge, pelvic pain, Annual gynae checkup, preventive care)
* Settling of payments (cash or cards), issuing of invoices and insurance forms, collaborating with different insurance companies if required (eg. direct billing, pre-approvals), and assisting the doctor in providing necessary medical letters.
* Submission of claims electronically (E-claimlink – DHA), Submission of statistical data of the facility via e-source system supported by Dubai Statistic Center.
* Ordering of medical, non-medical stocks and other utilities and ensuring all are adequate in number and operating properly.
* Processing and renewal of licenses and contracts, proper filing of all legal documents, make sure all legal papers are up to date.

**PULMONARY NURSE**   
Volunteer Nurse

(Medical - Surgical ward)  
October 2011- February 2012

* Building rapport, Assessing patient’s state of health, responsible in taking vital signs taking bloods, bedside care in an in-patient pulmonary ward, , insertion of Intravenous infusion, ensuring patency
* Giving medications or injections via ID/Subcutaneous, IM/ IV as prescribe by the doctor
* NGT feeding, Chest tube care, urinary catheter care, wound care, bedside care

**CLINICAL ROTATIONS**e Orthopedic Center, city Health centers and Lying-in2nd semester 2008-2011

***PERSONAL DATA***

Birthday : August 6, 1991

Birthplace : Manila, Philippines

Age : 24 yrs.old

Civil Status : Single

Nationality : Filipino

Religion : Christian

Dialect Spoken : English and Tagalog

***EDUCATION***

**CHINESE GENERAL HOSPITAL COLLEGE OF NURSING (2007-2011)**  
***Bachelor of Science in Nursing, GWA 2.45 (Ranks 56th among 341 graduates)***  
Blumintritt St., Sta. Cruz, Manila, Philippines

***QUALIFICATIONS***

* DHA Licensed Registered nurse
* Basic life support provider– American Heart Association (valid until April 2017)
* Knowledge in handling Eclaims and Esource via DHA websites
* Philippine National Licensure Exam for nurses - board rate of ***81.40 %***
* Ranks 56th among 341 graduates
* English language spoken fluently and written adeptly
* Computer literate, Proficient in MS office application, knows how to operate Viewpoint for GE healthcare voluson 8 ultrasound scan machine, Medgyn Colposcopy machine and ColpoIT program
* Can work under pressure, Ability to multi-task, prioritize and take ownership of responsibilities
* Organized and detail oriented, dependable, easy learner, analytical and hardworking

**First Name of Application CV No:** **503310**

Whatsapp Mobile: +971504753686

