**Gulfjobseeker.com CV No:** **1128078**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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**OBJECTIVES**

* To efficiently and competitively exercise my profession in delivering quality services.
* To perform several functions in any institution that fits my area of capability.

**EMPLOYMENT HISTORY**

**Staff Nurse**

Al Sharq Polyclinic

Riyadh, Saudi Arabia

March 08, 2011 – July 04, 2013

Responsibilities:

1. Emergency Department
	* + Vital signs taking
		+ Assessing patients
		+ Assisting doctors
		+ Giving medicine as prescribed by doctors
		+ Doing ECG
		+ Inserting and giving intravenous medications
		+ Monitoring patient’s condition until stable
2. Outpatient Department
	* + Vital signs taking
		+ Assessing patient’s condition
		+ Assisting doctors in doing stitching
		+ Doing dressing to the patients wounds
		+ Assisting in eye wash and ear wash
		+ Doing dressing to burn patients
		+ Assisting in incision and drainage
		+ Giving health education
3. Pediatric Department
	* + Vital signs taking including weight and height of the child
		+ Assisting the doctor in assessing the child
		+ Giving intravenous and intramuscular injections as doctors prescribed
		+ Giving fleet enema
		+ Educating mothers on how to take care of their children
4. Dental Department
	* + Checking patient’s blood pressure before doing any procedure
		+ Preparing all needed instruments
		+ Assisting the dentist like giving needed instruments
		+ Ensure the patient is comfortable
		+ After giving anesthesia, ask the patient’s condition if he/she is okay or not
		+ After the procedure clean all the used instruments and sterilized.
5. Insurance Department
* Thorough understanding of medical terminology in relation to diagnoses and

procedures.

* Proven record of completing and maintaining production logs
* Ability of communicating to customers in a timely, polite manner
* Able to clean and maintain equipment

**Volunteer Nurse**

Our Lady of Mercy Specialty Hospital

Bacolod City, Philippines

August 16, 2010 – November 15, 2010

Responsibilities:

* 1. OB-Gyne Ward
		+ Giving direct care for pregnant woman
		+ Educate both the patient and their families
		+ Ensure woman’s comfort before and after delivery
		+ Providing their needs
		+ Taking vital signs
		+ Giving medications as prescribed by doctors
	2. Surgical Ward
		+ Vital signs taking
		+ Giving pre-op medications as prescribed by doctors
		+ Assessing patient’s condition
		+ Make patient comfortable
		+ Ensure all pre-op procedures done
		+ Make sure all necessary documents were signed
		+ Inform OR
		+ Endorsed patient to OR

 **Customer Sales Representative**

Teletech, Bacolod City

December 2009 – July 2010

Responsibilities:

* Greet customers warmly
* Know the reason for calling
* Build rapport to the customer
* Identifying customers’ needs
* Giving ideas to the customer regarding the product
* Submits orders by referring to price list
* Inform customers for availability or if the items are out of stock
* Answers questions about warranties or terms of sale
* Handle product recalls
* Inform customers about deals and promotions
* Sell products and services
* Advise on company policy and information
* Promoting new product
* Hitting the target
* Ensure that every customer have positive experience

**Technical Support Representative**

Teletech, Bacolod City

February 2009 – November 2009

Responsibilities:

* Provides answers to clients by identifying problems
* Greet customers warmly
* Ascertain problem or reason for calling
* Resolve customers complaints via email, phone and mails
* Verifying correct information
* Making sure to go through the step by step process in solving problem
* Getting correct information
* Assuring clients that information provided will be kept confidential
* Accommodates clients disabilities with regards to technical issues
* Sending correct steps through email
* Making sure that issues are resolved.
* Maintaining relationship with customers
* Responding to customers email and phone inquiries.

**EDUCATIONAL ATTAINMENT**

 **BACHELOR OF SCIENCE IN NURSING**

 Riverside College Bacolod City, Philippines

SY 2004 – 2008

**KEY ASSETS and SKILLS**

* Hardworking
* Results Oriented
* Good Public Relations
* Computer Proficient
* Flexible and willing to be trained
* Passion for continuous learning and personal growth
* Can work well with minimum supervision
* Possess excellent verbal and written communication skills
* Ability to obtain accurate patient history, chart and documentation
* Possess good skills in handling patients with care
* Familiar with guidelines and instructions of health care
* In-depth knowledge of disease and infection control procedures

**PERSONAL DATA**

 Age : 26 years old

Gender : Female

 Date of Birth : April 04, 1987

 Civil Status : Married

 Religion : Roman Catholic

 Nationality : Filipino

 Visa Status : Tourist Visa