**CURRICULUM VITAE ­­­­­­**

**Mae**

Dubai, United Arab Emirates

Email: mae.304069@2freemail.com

Visa Status: Tourist Visa

**POSITION DESIRED**

Nurse Assistant/ HR staff/ Teacher Assistant/ Client Service Associate/ Admin Assistant/ Secretary/ Receptionist/ or any vacant position that would fit my qualifications.

**OBJECTIVE**

**­­­­­­­­­**To be able to work in an established and service oriented company that will provide personal and career growth, as well as enhancing my skills and capacities. Foremost, to be able to offer my finest knowledge to exceed the expectations of the customers and the company.

**EDUCATIONAL BACKGROUND**

Tertiary : Davao Oriental State College of Science and Technology

 Bachelor of Science in Nursing

 Class 2007

 Secondary : Mati National Comprehensive High School

 Class 2002

 Elementary : Mati Central Elementary School-l

 Class 1998

**PERSONAL INFORMATION**

 Birth Date : May 13, 1985

 Birth Place : Mati City, Davao Oriental

 Age : 31 years old

 Height : 5’1”

 Weight : 44 kilograms

 Marital Status : Single

 Religion : Christian

 Nationality : Filipino

**SKILLS**

* **Knows Arabic, English,** Tagalog and Visayan language
* Fast learner, attentive and with minimal supervision
* Actively and willingly to invest time and effort to do and finish the task on time
* Can deal and manage work under time pressure
* Easily handle and mingle with people with different Nationality
* Computer literate:

Microsoft Word, Microsoft Excel, Power Point, Browsing, etc.

**PROFESSIONAL EXPERIENCE**

**­­­­­­­­­­­­­­­­­­­­­­**

**ANNASBAN GROUP OF COMPANY**

**Markaz Taheel Al-Shameel Rehabilitation and Psychiatric, KSA**

**FEMALE NURSE**

**February 2013 – July 2016**

* Successful delivering and maintaining a high quality of care with the patients having CP, MR, epilepsy, tracheostomy, NGT, GT, autism, fully O2 dependent, Quadriplegia, Spastic, etc.
* With complete record keeping and protecting personally identifiable information
* Proper documentation and endorsement of patient’s daily status and needs
* Responds immediately to any complaints from the caregivers regarding patients unusual behaviors using effective assessment skills
* Direct communication with the Doctors and Head Nurse
* Attends to scheduled appointments of the patients to their affiliated hospitals and give direct endorsement to the Doctors in charge of the case
* Does a daily morning rounds with the doctor and carried out Doctor’s order
* Medicate patients in their regular medications
* Gives direct instructions, delegations and health teaching to caregivers regarding their duties and responsibilities
* Effective communication skills with social workers in Arabic language
* Responsible for sending and making referrals for patient needs for emergent respond
* Monitor, taking vital signs, suctioning, dressing, nebulizing, etc.
* Responsible for a broad range of independent functions that include assessment, nursing diagnosing, implementing, and evaluating patient inside rehabilitation center
* Moreover, secure safety and conducive environment for patients
* Additionally, the job also executes flexible interpersonal skills as the rehabilitation is concern as they accommodate pediatric to geriatric patients with 150-200 bed capacity.
* This position is responsible and providing enough care with proper implementation of procedures and task of an effective healthcare provider by consulting and coordinate with healthcare team members to assess, plan, implement, or evaluate patient care plans.

**IMAN COMPANY**

**King Fahad Medical City, KSA**

**EDUCATOR/COORDINATOR of Infection Control to General Services Department**

**May 2009 – May 2011**

* Conduct trainings and on the spot education to housekeeping staff all over King Fahad Medical City Hospital with specific topics: PPE(Proper wearing and removing), in Case of Fire, Color Coding according to hospital policy and procedure, Spill Management, Terminal Cleaning process, Signage meaning, frequently touches items, Cleaning Chemicals especially the disinfectants, etc.
* Provides necessary documents like certificates, questionnaires, color coded cards and other tools for improvements
* Does Administrative works like making DPP(Departmental Policy and Procedure) of General Services Department under supervision and approval of Infection Control Department
* Coordinate and implement well the policy and procedure from housekeeping staff to health workers professionals (Doctors, Head Nurse, Nurses and other employees within the hospitals).
* Housekeeping advocate regarding the query of cleaning process and segregation of proper waste disposal versus the medical staff
* Secure and maintain the knowledge of housekeeping regarding the infection, safety, prevention and control related to some diseases like MRSA, Hepatitis, TB, HIV, etc.
* Conduct a microbiological test with Environmental Specialist to frequently touches items within the hospitals
* Coordinate with other members of the medical team and implement well the policies for the welfare of the clients of the hospitals

**ROBINSONS ERMITA, Manila and**

**NOVO Kidapawan Branch, Philippines**

**CASHIER**

**October 2008- April 2009 and January 2012-June 2012**

* Transact the billings of the costumer’s purchase items by cash, debit and credit cards, gift certificates and corporate transactions
* Customer service oriented
* Secure exact amount and avoiding errors to the transactions related to corresponding debit/credit cards and gift certificates used by the consumers and giving the exact amount of change
* Knowledgeable of identifying fake money and fraudster with proper approach and validation
* Maintain accurate, detailed reports and records during inventory
* Respond to immediate supervisor and manager regarding query of the transactions
* Maintaining the slogan “customer is always right”
* Secure the number of items paid and received by the customer
* Maintaining hospitable and pleasing personality all the time

**ACHIEVEMENTS/CERTIFICATES**

* **Certificate of Employment**

Annasban Group of Company, Riyadh, Kingdom of Saudi Arabia

July 1, 2016

* **Professional Accreditation Certificate**

Saudi Commission for Health Specialties

Year 2013

* **Nurse Specialist**

Saudi Commission for Health Specialties

August 2, 2012

* **Certificate of Employment**

 King Fahad Medical City , Riyadh, Kingdom of Saudi Arabia

 May 1, 2011

* **Certificate of Attendance- Health & Safety, Fire Emergency Evacuation and Risk Management Training**

Main Auditorium, King Fahad Medical City, Riyadh, Kingdom of Saudi Arabia

January 19, 2011

* **Certificate of Appreciation- Valuable Contribution in Passing the CBAHI (Central Board Accreditation for Healthcare Institution) Assessment of KFMC on December 2010 with an Excellent Score**
* **Certificate of Completion-First Aid Training**

Children Hospital, King Fahad Medical City, Riyadh, Kingdom of Saudi Arabia

October 20, 24 and September 3, 2010

* **Certificate of Participation- Training in “Healthcare” Cleaning Equipment**

King Fahad Medical City , Riyadh, Kingdom of Saudi Arabia

July 13, 2010

* **Certificate of Completion- Seminar on “Accident and Loss Prevention”**

Children Hospital, King Fahad Medical City, Riyadh, Kingdom of Saudi Arabia

May 26, 2010

* **Certificate of Appreciation- for Help with CARF (Accreditation for Rehabilitation Facilitation) Achievement**
* **Certificate of Attendance- 3rd International Symposium- the Recent Advances in Infection Prevention and Control, Accredited by Saudi Commission for Health Specialties with 17 CME (Continuous Medical Education) credited hours.**

King Fahad Medical City , Riyadh, Kingdom of Saudi Arabia

May 10-12, 2010

* **Certificate of Appreciation- Valuable Contribution in the 3rd Recent Advances in Infection Control and the 2nd Recent Advances in CSSD**

King Fahad Medical City , Riyadh, Kingdom of Saudi Arabia

May 10-12, 2010

* **Certificate of Appreciation- as Infection Control Educator**

King Fahad Medical City , Riyadh, Kingdom of Saudi Arabia

* **Certificate of Attendance- Up to Date Workshop in Infection Control & Prevention**

King Fahad Medical City , Riyadh, Kingdom of Saudi Arabia

November 30, 2009