

Joe Anne B. Galing

Certified Nursing Assistant



Profile:

Well trained and customer service driven candidate looking for Entry Level Nursing Assistant position. Prepared to use strong work ethic and top patient care to enrich lives and enhance any medical environment. Ultimate looking to expand current skills and knowledge.

Contact:

Flat 203 Al Anood Bldg. 25, Al Hamriya Rd Bur Dubai

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Core Qualifications

- Patient care and safety.
- Appointment Scheduling.
- Recording Vital Signs and Patient monitoring.
- First Aid/ CPR.
- Registering Invoices
- Communicating with Suppliers.
- Charting and clinical documentation.
- Outstanding ability to handle patient questions problems and complaints.
- Strong analytical and problem-solving skills
- Time Management Skills.
- Companionship and emotional support.
- Exceptional proficiency in providing patient education and self-care demonstrations.
- High knowledge of infection control standards and medical terminology.
- Sound grasp of immunization and other preventive procedures.
- Good facility with MS Office applications including Word Access and Excel.
- Excellent verbal and written communication skills.

Work Experience:

**Shrooq Business Management LLC/ The
Grill Station Restaurant
Dubai, U. A.E
October 31-Present
Position: Administrative Officer**



Duties and Responsibilities:

- In- charge of front desk, forwarding calls and emails, documentation process and records.
- Providing PRO Services , business set up and processing partner/employment visa.
- HR works: Updating attendance reports, making memo, certificates, warning letters, visa processing, cancellation and insurance.
- Making & sending quotation.
- Monitoring & ordering pantry, stationery and cleaning supplies.
- Admin support to all Tenants inside the Business Center.
- Operating office equipment's such as computer, scanner, and photocopier.
- Drafting Tenancy contract.
- Monitoring Dewa and Etisalat Bills.

**Falconcity of Wonders LLC
Al Moosa Owners Association Management Services
Customer Service Department
Wadi Al Safa2, Shk,. Mohammed Bin Zayed Road, Dubai U.A.E
July 09, 2017 to September 30, 2022
Position: Customer Service Front Desk**



Duties and Responsibilities

- Greeting & assisting guests, workers, visitors and the general public
- Deal directly with customers by either telephone or face to face.
- Respond promptly to customer inquiries.
- Issuing gate pass for walk in visitors and workers.
- Releasing gate passes application online to the contractors/Client.
- Maintaining general filing system and all correspondence related to my job.
- Checking the stocks of pantry, stationery & cleaning materials.
- Updating / sending attendance report daily.
- Maintaining orderliness and cleanliness of the reception area.
- Direct requests and unresolved issues to the designated resource.
- Keeping records of customer interactions and transactions.
- Recording details of inquiries, comments and complaints
- Prepare and distribute customer activity report.
- Communicating and coordinating with internal departments.

Emirates Diamond General Trading LLC.
Bur Dubai July 7, 2014 – June 30, 2017
Position: Receptionist cum Secretary/Admin Assistant



Alexis A. Molaer Law Offices
Quezon City, Manila, Philippines
January 08, 2003 – May 18, 2014
Position: Reetionist/Secretary/Legal Collection Officer



Educational Background:

Filipino Institute
Academic year 2022
Certified Nursing Assistant
Alrigga, Dubai U.A.E



Isabela State University
Academic year 1998-2002
Bachelor of Secondary Education (Major PEHM)
Echague, Isabela Philippines



Reina Mercedes Vocational & Industrial School
Academic year 1995-1998
Secondary School
Reina Mercedes Isabela, Philippines



Certification and Awards Honor

- Outstanding Performance Nursing Assistant Professional Diploma-with Honor Top 2
- CPR, AED, and First Aid
- HIS Basic Life Support
- International Organization of Healthcare Professionals
- Customer Service Mobile Application

Qualities:

- Fast Learner
- Organized
- Flexible
- Discipline
- Hardworking
- Communicate clearly & effectively

Personal Information:

- Gender: Female
- Citizenship: Filipino
- Religion: Christian
- Passport No: EC6046562

I hereby declared that all the information above are true base on my knowledge