

Engred Candar Alipio



Phone number: (+971) 529804116 (Mobile) Phone number: (+971) 563140473
(Work) Email address: alipioengred18@gmail.com
WhatsApp Messenger: +971563140473

Address: old Muwaileh , sharjah, United Arab Emirates (Home)

Date of birth: 25/02/1987

Nationality: Philippine

Gender: Female

ABOUT ME

As an aspiring professional entering the Medicals arena, I bring a potent blend of enthusiasm, adaptability, and a foundation. My commitment to continuous learning is evident in my proactive approach to mastering new concepts. My strong work ethic, coupled with effective communication skills, positions me as a collaborative team player ready to contribute meaningfully. Eager to embrace challenges, I am confident in my ability to adapt swiftly and deliver results. Joining your esteemed team, I am enthusiastic about the opportunity to learn, grow, and make impactful contributions to both individual and collective success in the dynamic.

WORK EXPERIENCE

2022-2024 CURRENT, SHARJAH UNITED ARAB EMIRATES

RECEPTIONIST, ACCURO SPECIALIST

DUTIES

- Answer Calls, Take incoming calls and direct them to the right person.
- You'll greet visitors, answer calls, and help keep things running smoothly.

2009-2010 – Philippines

TOTAL OIL AND GAS COMPANY SUPERVISOR

DUTIES

- Plans employee shifts and work schedules.
- Coordinates job assignments and cross-training between and within divisions.
- Provides feedback on employee work performance.

2010-2011 – VAS IMMIGRATION LLC

RECEPTIONIST

DUTIES

- Bathing and grooming.
- Food shopping and prep.
- Managing medications.
- Laundry and helping with dressing.
- Light housekeeping.
- Mobility assistance.

05/12/2012 – 06/05/2014 Dubai, United Arab Emirates

PRIVATE CAREGIVER

DUTIES

- Mobility assistance.
- Food shopping and prep.
- Communicating with doctors and monitoring medications
- Laundry and helping with dressing.
- Companionship and emotional support

20/02/2015 – 16/07/2016 Dubai, United Arab Emirates

PRIVATE CAREGIVER DR MOHAMAD AL SALASI RESIDENCE DUBAI

- Bathing and grooming.
- Food shopping and prep.
- Managing medications.
- Laundry and helping with dressing.
- Light housekeeping.
- Mobility assistance.

● EDUCATION AND TRAINING

01/01/2022 – 01/01/2023 Sharjah, United Arab Emirates

CAREGIVER Filipino Institute of Sharjah

18/01/2023 – 18/06/2023 Sharjah, United Arab Emirates

2000-2001 UNIVERSITY OF CEBU, PHILIPPINES – undergraduate
BS ACCOUNTANCY,

● Training Course

FIRST AID FOR ADULTS American Safety & Health Institute Basicplus CPR,AED and

First Aid For
Adults

18/01/2023 – 18/06/2023 Sharjah, United Arab Emirates

BASIC LIFE SUPPORT TRAINING COURSE American Safety & Health Institute Basic Life
Support

LANGUAGE SKILLS

ENGLISH B1

ARABIC A1

● ADDITIONAL INFORMATION

COMMUNICATION AND INTERPERSONAL SKILLS

Relationship Building Expertise

1. Building Relationships
2. Conflict Resolution
3. Non-Verbal Communication
4. Active Listening
5. Clear and Concise Communication