|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **GENER s. aVIGUETERO**     |  |  | | --- | --- | |  | [generaviguetero90@gmail.com](mailto:generaviguetero90@gmail.com) | |  | +971582843247 | |  | Al Nahda Sharja, Dubai United Arab Emirates | | | **Skills**   * Patient Management * Direct Patient Care * Infection Control * Responding to emergencies * Feeding assistance expert * Companionship and emotional support * Patient Assessments * Medical office administration * Medication Management * Efficient and reliable team player * Transporting patients   **Education**  Datamex Institute of Computer Technology  11th Avenue Caloocan City Philippines  •  03/2015  *Course* : Information Technology  **Caloocan High School**  10th Avenue Caloocan City Philippines  •  03/2006  **Epifanio Delos Santos Elementary School**  Tugatog, Malabon City Philippines  •  04/2000 | | |  | | --- | | **Professional Summary**  Proactive and Solution-Oriented office Senior officer with 4+ years of experience keeping the hospital and Pharmacy offices running smoothly. Specialties include: managing daily operations, time management, welcoming and onboarding clients, errands running, etc. | | **Work History**  Emirates Specialty Hospital – DHCC/Emirates Hospital Jumeirah - Senior **Patient Care Assistant/Clerk/Pharmacy Attendant** Dubai – United Arab Emirates10/2020 - Current   * Accepting and registering patients and helping them with their inquiries. * Create or update records with new files and information * Enter paperwork into an electronic system either by data entry or by using optical scanners * Follow policies and confidentiality dictations to safeguard data and information * Dispenses prescription medications to patients under the direction of the pharmacist. * Count labels, medications to prepare prescriptions for patients as directed.   **Global Village - Sales Staff**  Sheikh Mohamed Bin Zayed Road and Emirates Road, Dubai, UAE  2020 – 10/2020   * Welcome customers to the store and answer their queries * Follow and achieve the department’s sales goals on a monthly, quarterly, and yearly basis * Maintain in-stock and presentable condition assigned areas * Actively seek out customers in-store * Remain knowledgeable on products offered and discuss available options * Process POS (point of sale) purchases * Cross-sell products and comply with inventory control procedures   **Pro. Friends Inc. - Sales Associate**  **Aguinaldo Highway, Imus, Cavite, Philippines**  08/2017 – Present   * Selling House and Lot * Ensure high levels of customer satisfaction through excellent sales service * Assess customers’ needs and provide assistance and information on product features * Build productive trust relationships with customers.   **Appliances Sale Associate - Abenson Super market**  Quezon City, Metro Manila, Philippines  07/2015 – 09/2017   * Showing the customer the features and benefits that support customer needs established during the qualifying process. * Explaining the various features as the customer uses the merchandise while continuing to qualify and eliminate objections. * Consistently asking for the sale with every customer in the proper amount of time. * Helping the customers make an informed decision based on their needs and wants with the best product knowledge. * Accurately inputting all sales orders and tracking them through the delivery or pickup process. * Creating, managing, and executing plans to increase sales and conversion percentages. * Setting specific goals for store performance, customer satisfaction, and co-worker development. | |

.