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| **GENER s. aVIGUETERO**

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|  | generaviguetero90@gmail.com  |
|  | +971582843247 |
|  | Al Nahda Sharja, Dubai United Arab Emirates  |

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| **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 Technology11th 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  |

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| **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, Philippines07/2015 – 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.
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