



## **VIVIEN O. SANTOS**

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27B Street Al Baraha, Deira, Dubai

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### **Career Objective:**

To seek and find for a long term employment where I can grow professionally and experience to face the challenges of today's fast changing work environment.

### **Key Skills:**

- Child and Elderly Care
- Performing feeding and daily care task
- Bedside care
- Giving Bed bath and bed making
- Giving medications
- Organized and multi-tasking

### **Experience Highlights**

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#### **Caregiver Stroke and Diabetic Patient**

Santos Family  
Montalban Rizal, Philippines  
January 2020 – February 2024

### **Duties and Responsibilities:**

- Preparing food and feeding
- Giving of medications
- Checking and monitoring of vital signs
- Attends to daily needs
- Performing range of motion exercise

**Sales Representative cum cashier**

Uniform Express LLC  
Fujairah branch, UEA  
July 1, 2016 – June 1, 2019

**Duties and Responsibilities:**

- Good Customer Service
- Assist all the customer demand
- Assist children and deal with them about their sizes
- Cashiering after the customer get what they need and wants
- Inventory all items weekly and submit weekly reports
- Working under pressure specially on season time
- Working alone do all jobs without any supervision
- Handling all sales money and petty cash
- Do outdoor job selling uniform to the government school

**Domestic Helper (Private Tour)**

Abdalla Rashid Ali Deemas Alsuwaidi Family  
University City Road Al Juraina, Sharja UAE  
July 15, 2013 – July 14, 2015

**Duties and Responsibilities:**

- Teaching three grade school students, 2 high school students and 1 college student
- Teach them to their lesson and home work specially in math
- Specially I'm focused to three grades school student to their study

**Construction site staff**

A and J Subcontractor Company  
Anonas Cubao Quezon City , Philippines  
Jan 2012- June 2013

**Duties and Responsibilities:**

- Weekly updated report at construction work
- Monitoring of materials
- Monthly site work done report

**Office staff**

ESCA Construction Company  
Aurora Cubao Quezon City, Philippines  
March 2011- Feb 2012

**Duties and Responsibilities:**

- Materials inventory
- Materials hardware checking and site staff Monitoring

## **Educational Background**

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**CAREGIVER** (vocational course)  
MV TECHNICAL TRAINING CENTER INC., Philippines  
MontalbanMontalban  
Feb 2020- Sep2024

**NCII FOR CAREGIVING** (passer)  
**TESDA**  
Certificate no.: 22130702005419  
Valid: May 5,2022 – May 4,2024

**Bachelor OF SCIENCE IN ACCOUNTANCY**  
2022 up to present (online learning)  
ICCT cainta

**BACHELOR OF SCIENCE IN CIVIL ENGINEERING**  
2005 - 2012 (5<sup>th</sup> year student undergraduate)  
Technological Institute of the Philippine  
Quezon City, Cubao, Philippines

**Roosevelt College Rodriguez**  
High School Level  
Rodriguez, Rizal Philippines  
2001-2005

## **Training**

**Adult and Child CPR Training**  
Emergency Care and Safety Institute (ECSI), Philippines  
Sep2020 – Sep2022  
Certificate no.: WG2OOUEV0K8E

## **Personal Information**

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Birthday: April 25, 1988  
Age: 34 years old  
Nationality: Filipino  
Height: 5'3  
Passport No.: P7703354B  
Date validity: sep.28,2021 – Sep 27,2031

**Vivien O. Santos**  
Applicant