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| FullSizeRender  **JOAN S. ALISDAN**Email Address***:jalisdan8810@gmail.com***Contact***: +971 554558014******Sharjah-UAE*** |

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| **CAREER OBJECTIVES** |

To be employed at a stable and well-established organization and contribute my knowledge and skills; acquire more experience as well as to have better and rewarding opportunities.

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| **QUALIFIACTIONS** |

* Dedicated, hard worker, focused, systematic, reliable, multi-tasking and fast learner with the ability to manage priorities efficiently.
* Strongly commercial with excellent communication and influencing skills.
* Experience in **Letter of Credit, Bank Guarantee, Bid Bond, Tender Bond**.
* Knowledge in **Supply Chain Management & Logistics.**
* Knowledge in **MS Office and Internet**.

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| **PROFESSIONAL EXPERIENCES:** |

**Name of Company: GERMAN-GULF ENTERPRISES LTD**

**Designation: Secretary**

**Duration: - June 2013-February 2018**

**Place: Sharjah, UAE**

**Responsibilities:**

* Filtering emails and telephone calls and disseminate to the proper person needed.
* Dealing with enquiries in a professional and courteous manner, in person, on the telephone or via email.
* Perform numerous duties such as manage correspondence, reports and documents and other document in relation to bank accounts of the company.
* Prepare L/C applications L/C negotiations, Bank Guarantee, Performance Bond, Bid Bond and other Bank transaction documents to be submitted to the bank.
* Assist accountant in bank telex transfer documents.
* Responsible for company’s all legal documentations including Vehicle, Tenancies, License the renewal of Trade license and Chamber of commerce and other.
* Prepare for notice of accident for Insurance claims to the Insurer.
* Manage diaries and organizing meetings, and appointments to the managers.
* Coordinate booking and arranging travel, transport, and accommodation and compiles and maintain travel records.
* Miscellaneous task to support to the manager.
* Coordinate with PRO in Municipality and other government office liaison tasks.
* Prepare offers/Purchase orders of Construction Equipment and rental basis and spare parts if requested.
* Maintain utmost confidentiality and discretion when handling business matters.
* Set up and maintain filing systems.
* Create Invoice, filling receipts and dealing with all financial documentations.
* Dealing and communicating Local and International suppliers regarding payments and updated Statement of accounts, Balancing Confirmation.
* Release cheque for payments to the Suppliers.
* Maintain and keep records of our Suppliers.
* Follow up payments to our Customer.

**Name of Company: BAGUIO GENERAL HOSPITAL**

**Designation: Midwife**

**Duration: -August 2011-2012**

**Place: Baguio City, Philippines**

***Responsibilities:***

* Taking Vital Signs.
* Perform normal deliveries with limited assistance.
* Perform suturing if necessary monitor bleeding stay with mom and babies for 3 hours after deliveries.
* Perform routine observations and procedures (e.g. checking the abdomen to ensure the uterus is well contracted, assess blood loss).
* Determine the intensity of labor to decide whether patient is to be admitted for delivery or not.
* Check whether fetal heart rate, position and movement are within the normal limits.
* Monitoring and administering medication, injections and intravenous infusions during labor.
* Assisting women with labor and childbirth.
* Care for, assess and monitor the newborn babies.
* Maintain and care for all equipment sterile.
* Evaluating patients' conditions and test results
* Provide full-course care to women and their babies for the duration of pregnancy, labor, birth and the post-natal stage including monitoring the physical condition of mother and baby.
* Provide neonatal care.

**Name of Company: Pines City Medical Clinic**

**Designation: Admin Assistant**

**Duration: -*May 2009-May 2010***

**Place: Baguio City, Philippines**

***Responsibilities:***

* Providing reception and registration for the clinic, greeting patients and ensure the patients are triaged to the correct location.
* Greet and welcome visitors and patients to the clinic; make them comfortable while taking information regarding their visit to the clinic from them.
* Give appointments to patients who want to see the doctor and inform the doctor of their arrival.
* Received and assisted patients and escorted them to correct destinations; offices, rooms or meeting.
* Process patients’ files, and explain the clinic’s policies to them.
* Ensure that stationery needed for the smooth operation of the reception desk are always available.
* Ensure that the clinic is opened at the appropriate time directed by the doctor and supervise cleaning of the clinic to create a clean and healthy environment.
* Direct patients to specific locations where they’ll be attended to and guide them through the clinic’s procedures.
* Ensure that patient data are accurate and are updated from time to time.
* Check stock of equipment and inform management of shortages.
* Inform patients when test results have been confirmed.
* Performed general secretarial duties, including – meeting scheduling, appointment set up, faxing, scanning and mailing, filing.

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| **EDUCATION** |

***Tertiary:***

**DON MARIANO MARCOS MEMORIAL STATE UNIVERSITY**

 **(SOUTH AGOO LA UNION) 2006-2008**

***Course:* MIDWIFERY**

**BOARD PASSER: MIDWIFERY LICENSURE EXAMINATION 2008**

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| **TRAINING/SEMINAR** |

**OHSEC GROUP (DUBAI UAE) AUG-OCT 2015**

**Course: Supply Chain Management and Logistics**

**NADIA TRAINING INSTITUTE (FEB 2018)**

**Course: Executive Secretary /Personal Assistant**

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| **PERSONAL INFORMATION:** |

**Date of Birth**: October 10, 1988

**Nationality**: Filipino

**Gender:**  Female

**Marital Status**: Single

**Language known**: Tagalog and English