



PROFILE

Dedicated Registered Nurse with over Five years of healthcare experience both local and abroad in various medical settings, including Aesthetic, emergency units, medical wards, Outpatient Department (OPD) and Dental department. Passionate & committed to excellent patient care, above average customer satisfaction, and a team player. An experienced customer service worker with great communication skills and knowledge in administrative jobs. Looking for nursing career advancement in a new and challenging position or any position that suits my skill sets.

CONTACT

PHONE:
+971 588350642 and +971 54 248 8750
Call & WhatsApp

EMAIL:
hannamae2529@gmail.com

CERTIFICATES

- First Aid
- Basic Life Support
- NATIONAL SERVICE TRAINING PROGRAM
- NATIONAL NURSING CORE COMPETENCY STANDARDS AND NLE TEST FRAMEWORK
- BASIC IV THERAPY SEMINAR AND TRAINING
- PEDIATRIC EMERGENCY
- NURSING UPDATES
- COPING WITH EMPLOYMENT REQUIREMENTS

HANNA MAE C. DAMBONG

WORK EXPERIENCE

Admin cum Receptionist (Jamierose Aesthetic Care Centre)

Al-Rigga Dubai UAE (January 2024 – Present)

Receiving calls, inquiries and bookings via telephone and front desk.
Scheduling client's desired timings with the on-duty doctor & nurse
Basic cashiering and invoicing
Ensuring primary office stationaries are available.
Timekeeping of employees 'attendance.
Filing and retrieving patient's records.

Medical Quality Assurance (SPEQTA Solution Corporation)

Philippines (March 2023 – May 2023)

Patient's care plan entry, review, and update.

General Nurse (Assahel General Medical Complex LLC)

Saudi Arabia (December 2016 – January 2021)

Assisting the physician in minor surgeries procedure.
Assisting the patient needs by giving direct nursing care.
Performing tasks like enema, catheterization, ECG.
Wound dressing, IV insertion, giving medication and other nursing procedures.

Medical Clerk (Philippine Health Insurance Company Diagan Hospital)

Philippines (February 2012 -September 2012)

Accurate encoding, filing and retrieval of Patient's medical records.
Assisting & evaluating patient's inquiries & claim under PhilHealth programs. Assisting & Transacting Physician's Fee in PhilHealth.
Other admin & office duties.

EDUCATION

Bachelor of Science in Nursing (Diploma)

St. Alexius College Cotabato Philippines

Bachelor of Science in Secondary Education

Brokenshire College Davao City Philippine Campus

SKILLS

- Proficiency in administering cosmetic procedures/INJECTIONS.
- Knowledgeable n various aesthetic procedures.
- General Nursing Competency
- Strong communication skills -attention to details.
- Administrative & clerical tasks
- Ability to multitask in a fast-paced working environment.
- Excellent team worker.