



Jimelyn Tahantahan Lim

KSA Address: 8775 Prince Abdulaziz Ibn Musaid Ibn Jalawi – Al
Sulaimaniya Dist. Unit 5, #15, Riyadh 12234 – 2949, KSA
Mobile No.: + 966578189762

Philippine Address: Blk6, Lot 19, Deca Homes Subd. Tigatto, Davao City
Philippines, 8000

Mobile No.: + 639278714628

09150714813

Email Add: bloodorchid29@gmail.com / jgalve29@yahoo.com

PERSONAL INFORMATION

Permanent Address: Blk6, Lot 19, Deca Homes Subd. Tigatto, Davao City

Birthdate : July 29, 1985

Birth Place : Mati, Davao Oriental

Height : 5'5 ft.

Weight : 140 lbs.

Sex : Female

Civil Status : Married

Religion : Roman Catholic

Nationality : Filipino

BENEFICIARY

Beneficiary Name : Xennon Angelo Deunna Lim

Relationship : Son

Permanent Address: Blk6, Lot 19, Deca Homes Subd. Tigatto, Davao
City

Tel. No. : + 639489649521

DEPENDENTS:

Father: Lim, Jaime Balandra
(Deceased)
Mother: Lim, Teodula Violon

Birthday: February 21, 1952
Birth Place: Padada, Davao Del Sur
Birthday: July 26, 1956
Birth Place: Canapnapan, Bohol
Occupation: Housewife

BROTHERS / SISTERS

Sister: Lapac, Jocelyn Lim
Occupation: Nurse

Sister: Gabutan, Mary Gray
Occupation: Housewife

EDUCATIONAL BACKGROUND

Elementary [To]

School: Immaculate Heart of Mary Academy
Address: Mati, Davao Oriental Philippines

Year [From] -

1993 - 1999

Secondary

School: Immaculate Heart of Mary Academy
Address: Mati, Davao Oriental Philippines

1999 - 2002

College

Course: Bachelor of Science in Nursing (graduate)
School: Mindanao Medical Foundation College
Address: R.castillio, Agdao, Davao City Philippines

2002 - 2006

Certificate Course

Course: Basic Japanese Training
School: Matina Translation Services (MTS)
Address: 502 Oak Mac. Arthur Highway Matina, Davao City

Aug 2017

Course: NCII Housekeeping
School: Technical Education and Skills Development Authority
Address: # 616 Rima St. Aquino Subdivision, Davao City

Sept 2017

EMPLOYMENT HISTORY (Present to Past)

Position: **Senior Admin Assistant & Home Health Aide Assistant Nurse**
Company: **Arabian Shifa Medical Co. (Maharah Human Resources)**
Address: 8775 Prince Abdulaziz Ibn Musaid Ibn Jalawi – Al Sulaimaniya
Dist. Unit 5, #15, Riyadh 12234 – 2949, KSA
Date: **June 2018 – Present**
Reason for Leaving: **Currently working**

Job Description / Duties and Responsibilities:

- Responsible for the incoming and outgoing staffs hiring.
- Responsible for all the paper works, Meetings as well as assist the CEO for all the meetings and hiring inside and outside Saudi Arabia.
- Phone call coordinator of new and old patients
- Assisting and Ensuring the patient query will be answered and addressed.
- Ensuring the drop off and pick up's of the Staff from work.
- Supervising the Driver's Schedule.
- Ensuring that the staff is complete and on time.
- Responsible on training of New Staffs in the Office.

Position: **Admin Staff Assistant**
Company: **Everyyoung Clinic**
Address: **Shara Bagdahd Street, Salmiya Kuwait**
Date: **January 2014 – January 2015**
Reason for Leaving: **Part Time Evening Shift**

Job Description / Duties and Responsibilities:

- Responsible of answering the call of the new and old patients
- Ensuring that the patient is on time in their schedule
- Ensuring that the staff is complete and on time.
- Assisting and Ensuring the patient query will be answered and addressed.

Position: **Assistant Nurse (Dermatology Department)**
Company: **Alfanar Clinic (6 months), True Curves Clinic (2yrs) (Ever Young Clinic (6 mos.))**
Address: **Maidan Hawalli, Kuwait**
Date: **May 2013 – 2017**
Reason for Leaving: **Finished Contract**

Job Description / Duties and Responsibilities:

- Assisting the Doctor's need. (Botox, Fillers, Lipo Suction)
- Doing the Hair Removal Laser for Patient.
- Ensuring the patient post op or pre op accurate.

Position: **Assistant Store Manager Cashiering Department**

Company: **Robinsons Supermarket Corporation**

Address: **Bajada, Davao City**

Date: **September 2012 – March 2014**

Reason for Leaving: **Presently Employed**

Job Description / Duties and Responsibilities:

- Giving the right service to the customer of what they needed.
- Responsible on Handling the Store Sales Everyday
- Responsible on Handling Customer Query and Customer Service
- Ensuring that all the reports and query are already been answered and pass
- Ensuring that there is no Fraud and Shortages of cashiers remittances.
- Custodian of all Cash related.

Position: **Crew Training Manager**

Company: **Jollibee (JTC Group of Companies Davao)**

Address: **Victoria Plaza, Bajada, Davao City**

Date: **February 2012 – July 2013**

Reason for Leaving: **Resign**

Job Description / Duties and Responsibilities:

- Responsible on Hiring and to interview the applicant.
- To trained the Crew and certify them to their stations.
- Responsible on maintaining the good service of the store.
- Ensure the fine dining ambiance of the customer.
- Ensure the quality of the food that we serve to the customer
- Giving the right service to the customer of what they needed.
- Responsible for making and giving the quality food.

Position: **Product Quality Manager, Crew Training Manager, R and M Manager and Service Quality Manager**

Company: **Jollibee (JTC Group of Companies Davao)**

Address: **San Pedro St. Davao City Philippines**

Date: **December 2009 – July 30, 2011**

Job Description / Duties and Responsibilities:

- Responsible on Hiring and to interview the applicant.
- To trained the Crew and certify them to their stations.
- Responsible on maintaining the good service of the store.
- Ensure the fine dining ambiance of the costumer.
- Ensure the quality of the food that we serve to the customer
- Giving extra care of the customer by giving customer relation to them.
- Secure the good service and quality of the costumer.
- Giving the right service to the costumer of what they needed.
- Serving the right product of what the costumer ordered.
- Responsible of ordering of the stocks.
- Responsible for making and giving the quality food.
- Responsible of ordering, inventory and checking the quality of stocks.

Position: **Room Attendant/ Front Desk**

Company: **La Vida Orchard Resort**

Address: **Garden City of Samal, Davao Del Norte**

Date: **May 2008 – July 2009**

Reason for Leaving: **Resigned**

Job Description / Duties and Responsibilities:

- Responsible for the cleanliness and maintaining overall appearance of guest rooms.
- Mopping floors as needed.
- Sweeping and vacuuming floors and carpets.
- Cleaning and dusting appliances, room decorations, and structural surfaces.
- Brushing, dusting, vacuuming, and polishing furniture.
- Cleaning tubs, showers, sinks and bathroom items.
- Making beds and changing linen.
- Replenishing guest amenities and supplies.
- Removing used guest amenities and trash.

- Reporting maintenance problems, lost and found articles, or special room problems to a supervisor.

Position: **Community On- Call Volunteer**

Company: **Philippine Red Cross**

Address: **Roxas, Davao City**

Date: **August 2007 - 2009**

Reason for Leaving: **Active**

Job Description / Duties and Responsibilities: .

- Assist on community services, lectures / seminars and medical missions on urban and remote areas.
- Far-flung and urban areas medical, dental and circumcision mission.
- Conduct suggested blood donation areas.

Position: **STAFF Nurse**

Company: **Care For Ederly Foundation**

Address: **Tugbok Dist, Davao City**

Date: **August 2007 - January 2008**

Reason for Leaving: **Finished Contract**

Job Description / Duties and Responsibilities:

- Conduct daily management physical examination, vital sign monitoring (Blood Pressure, Respiratory, Temperature and Pulse Rate) in every enrolled patient depending on their physical status.
- Monitoring of every patient Medicine intake base doctor's prescription and per day requirement.
- Facilitate on daily elder physical hygiene.

Position: **Emergency Nurse**

Company: **Municipal Health Office of Tarragona**

Address: **Tarragona, Davao Oriental**

Date: **September 2006 - January 2007**

Reason for Leaving: **finished contract**

Job Description / Duties and Responsibilities:

- Conduct physical examination, vital sign monitoring (Blood Pressure, Respiratory, Temperature and Pulse Rate) in every enrolled patient.

- Procure patient history for illness analysis and gather valued information for their individual assessment.
- Front liners for minor surgery and especially on critical emergency situation.

TRAININGS / SEMINARS ATTENDED

Training Center: Arabian Shifa Medical Co.

Duration: June 2018 – July 2018

Address: Riyadh KSA

Title: Home Health Aide Module

Training Center: Saudi Heart Association

Duration: May 24, 2018 – May 26, 2018

Address: Riyadh

Title: BLS – BASIC LIFE SUPPORT PROVIDER

Training Center: Coca Cola Bottlers Philippines

Duration: June 2012

Address: Jollibee Bajada, Davao City

Title: Fountain Quality Training

Training Center: Jollibee San Pedro (Ilustre)

Duration: April 30, 2011

Address: Cor. Ilustre St., Davao City

Title: "JOLLIBEE INTEGRATED PEST CONTROL"

Training Center: Jollibee Victoria Plaza

Duration: July 27, 2010

Address: Bolton St, Davao City

Title: "FOOD SAFETY PROGRAM"

Training Center: Jollibee Bolton

Duration: April 27– June 16, 2010

Address: Bolton St, Davao City

Title: BOTP– BASIC ORIENTATION TRAINING PROGRAM

SPECIAL SKILLS / INTERESTS

- Skilled in food preparation of different assigned dishes. (American and Filipino)
- Skilled in major relevant computer applications like MS Word, MS Excel, Adobe, et al.
- Well-versed in oral (English, Tagalog and Arabic) and written (English and Filipino), Basic Japanese.
- Reading and poem-writing.