

MENCHIE ROSE SIBALA R.N

CONTACT

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📍 403 East Crescent La Ronge,
Saskatchewan Canada

EDUCATION

Bachelor of Science in Nursing

Our Lady Of Fatima University
2008-2012
Valenzuela, Philippines

Secondary Diploma

Manila High School
2004-2008
Intramuros Manila, Philippines

HIGHLIGHTS

- Customer-First Approach
- Great Organizational Skills
- POS and Payment Processing
- Expert Product Knowledge of Apparel and Fashion
- Interpersonal Skills

TRAINING/SEMINAR

BASIC LIFE SUPPORT

"Adult Cardiopulmonary Resuscitation Training - Dubai U.A.E
May 12, 2023

Basic Emergency Obstetric Care

St. Benedict Hall (Tamaraw Building) February 28, 2012

BASIC LIFE SUPPORT

"Adult Cardiopulmonary Resuscitation Training for Lay Rescuers" PRC-Valenzuela City Chapter
January 07, 2012

CARRER OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Registered Nurse in Philippines.

WORK EXPERIENCE

Nursing Assistant

Proto Clinic LLC
Dubai U.A.E
May 14 2023 - July 14 2023

- Consulting with patients;
- Setting appointments;
- Interviewing and medically screening the patient before providing services;
- Performing skin examinations/assessments;
- Preparing treatment rooms;
- Sterilizing medical instruments and tools;
- Educating patients on treatments and procedures including what to expect before and after;
- Assisting physicians and surgeons with procedures and surgeries;
- Performing pre-operative and post-operative care;
- Monitoring patients during the procedure; and
- Staying up-to-date with new procedures and protocols.

CLEANING SUPERVISOR

Manila Building Cleaning
Dubai U.A.E
May 2021-May 09 2023

- Establishment of cleaning standards and procedures for workers and ensure adherence to these standards and procedures.
- Coaching and developing employees (cleaners).
- Scheduling and assigning specific duties/roles to cleaners and also ensuring that they are carried out expertly
- Inspection of cleaning equipment on a regular basis so as to know when they are worn-out and also request for replacement.
- Controlling and monitoring the usage of cleaning materials so as to avoid or minimize waste and/or misuse.
- Providing any form of required assistance to cleaners while they carry out their duties.

TRAINING/SEMINAR

FIRST AID TRAINING IN THE CAMPUS

PRC-Valenzuela City Chapter
January 05-06, 2012

HOUSEKEEPING AND FRONT DESK

New York Hotel
April 25-26, 2013

LANGUAGES

English



Tagalog



WORK EXPERIENCE

ARCHIVES CLERK

Manila Building Cleaning
Dubai U.A.E

May 20 2019-May 2021

- Keep records of documents filed or removed, using log books or computers.
- Add new documents to file records, and create new records as necessary.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Track documents removed from files in order to ensure that borrowed files are returned.
- Gather documents to be filed from departments and employees.
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from authorized users.
- Scan or read incoming documents in order to determine how and where they should be classified or filed.
- Place documents into storage receptacles such as file cabinets, boxes, bins, or drawers, according to classification and identification information.

JANITORIAL (PART TIME)

Manila Building Cleaning
Dubai U.A.E

May 2019-May 2023

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
Perform and document routine inspection and maintenance activities
Carry out heavy cleansing tasks and special projects
 - Notify management of occurring deficiencies or needs for repairs
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WORK EXPERIENCE

SALES ASSOCIATE /CASHIER

Landmark Group of Companies LLC
Dubai. U.A.E

Dec 2014 -Dec 2019

- Proactively acknowledged, greeted and assisted customers in the store
- Offered customers with exemplary and timely service
- Provided accurate product information
- Served multiple customers, discovered their needs, and made recommendations to generate sales
- Recommended alternative purchase choices
- Enhanced product knowledge utilizing limited resources
- Merchandised, stocked and replenished the selling floor constantly
- Maintained working knowledge of store's policies and procedures
- Organized and cleaned store during downtime
- Handled cash, checks, and credit card transactions
- Managed the register in accordance with POS guidelines
- Addressed loss prevention issues immediately
- Communicate to co-workers and supervisors through standard telephone and wireless audio systems
- Merchandised, restocked and maintained sales floor
- Built and maintained internal and external customer satisfaction
- Met and exceeded sales goals
- Upheld brand and operational standards.

FOOD SERVER/CASHIER

Kentucky Fried Chicken(KFC)
SM Manila, Philippines

Apr. 2014 -Aug 2014

- Responded and attended to client request
 - Followed food safety procedure in the preparation of food and beverages
Arranged drinks and food items with appropriate portions and ingredients
Replenished foodstuff and beverage supplies to balance levels.
 - Maintained privacy at all times.
 - Made suggestions to guests of all menu items
 - Operated POS system, entered accurate amount sand totals; provided exact change for all transactions; followed all cash handling procedures.
 - Ensured food and beverage supplies are appropriately stored and secured.
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