
JOSELITO M. DINSAY

Almoosa Specialist Hospital Dharan St. Al-faisal District P.O. Box 5098

Al-Ahsa Kingdom of Saudi Arabia

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OBJECTIVES

Seeking a challenging opportunity where i will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

PROFESSIONAL SUMMARY

Hardworking Warehouse Worker focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

PROFESSIONAL SKILLS

- Delivery schedule development
- Safe driving
- Customer relations
- Teamwork

PROFESSIONAL EXPERIENCE

October 2017 to Current

Almoosa Specialist Hospital Dharan St. Alfaisal District P.O. Box 5098 Al-Ahsa,
Kingdom of Saudi Arabia

Warehouse Medication Worker

- Receive and process warehouse stock products (pick, unload, labels, storage)
Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
 - Keep a clean and safe working environment and optimize space utilization.
 - Report any discrepancies to Warehouse Supervisor.
 - Communicate and cooperate with supervisors and coworkers.
 - Operate and maintain preventive warehouse vehicles and equipment.
 - Perform inventory controls and keep quality standards high audits.
 - Accomplishes the result by performing the duty and contribute to team effort by accomplishing related results as needed.
 - Compensation deliberate absence or emergency for the others laborer staff in case of work overload or staff shortage and show fully ability to do possible burdens.
 - Follow quality service standards and comply with procedure, rules and regulation on the Hospital.
 - Ensures compliance with the directives and any new administrative task of any process or required from Warehouse Manager.
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October 2014 to October 2017

**Almoosa Specialist Hospital Dharan St. Alfaisal District P.O. Box 5098 Al-Ahsa,
Kingdom of Saudi Arabia
Medical Records Clerk**

- Receives telephone calls and visitors. Give answer to routine question or take messages. Refers other matters to appropriate personnel.
- Operate a computer or similar equipment as required to satisfactorily perform work assignments.
- Maintains office supplies as necessary.
- Operates reproduction machines, fax machines and other office and other departments.
- Receive patient medical files from clinic, emergency room, administration office and other departments.
- Update/ return all received patient files through the computer.
- Prepare all requested files based from the list provided by the requesting departments.
- Pull out the patient medical files as requested by the reception.
- Perform other duties a requested by the Supervisor.

March 1998 to June 2010

**King Fahad National Guard Hospital P.O. Box 22490 Riyadh,
Kingdom of Saudi Arabia
Pharmacy Aide**

- Picks up and delivers prescriptions, traveling requisitions, filling lists and other items designated departments according to established schedule.
 - Makes special deliveries or collection of pharmacy items.
 - Assists Pharmacists in packaging and preparing prescriptions for delivery.
 - Maintain a clean environment.
 - Assist in maintaining an efficient stocking system of all pharmaceuticals and intravenous solutions in Department as well as in patient care areas.
 - Distributes pharmacy materials to the various hospital areas as necessary.
 - Prepares and covers "Code Green" medication trays.
 - Files physician orders (pink sheet) and MCRs.
 - Ensures maintenance and safe operations of equipment.
 - Complies with hospital infection control and safety protocols.
 - Prepare weekly request to be submitted to Pharmacy warehouse.
 - Checks in the drugs received from the Pharmacy warehouse.
 - Keeps supplies stocked such as labels, bags, etc.
 - Keeps shelves supplied with adequate stocks.
 - Routinely checks inventory for expiry dates and package of expired medication returned to the warehouse.
 - Performs other duties as assigned by Directors or his/her designate.
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January 1990 to February 1998

King Fahad National Guard Hospital P.O. Box 22490 Riyadh,

Kingdom of Saudi Arabia

Commodity Control Clerk

- To keep a good standard of tidiness and cleanliness.
- To arrange proper storage space for all incoming foodstuffs.
- To keep up-to date price list of all commodities.
- To ensure that an ample supply of all important foodstuff is always available.
- To check all orders are correctly made out, and dispatched in good time.
- To check all incoming stores for quantity, quality and price.
- To keep all delivery notes, invoices, credit notes, receipts and statements efficiency filed.
- To keep a daily stores issue sheet.
- To keep checking the expiration date of all the commodities.
- To keep a set of bin cards or a computerized stock control system.
- To shows the balance of the stock at any moment of time by the Storekeeper.
- Responsible to answerable for any difference between physical store and the balance shown by the Bin Card.
- Bin Cards are used not only for recording receipts and issues of stores, minimum quantity, maximum quantity and ordering quantity are stated on the bin card. By seeing the bin card, the storekeeper can send the material requisition for the purchase of material in time.
- To issue goods only upon receiving a signed requisition,
- To check all stock at frequent intervals.
- To see that all chargeable containers are properly kept, returned and credited – that is all money charged for sacks, boxes, etc. is deducted from the account.
- To know foods are in or out of season.
- Stock control and rotation (i.e. first in first out).

EDUCATIONAL BACKGROUND

March 1986

International Electronics & Technical Institute Makati, Philippines

Computer Technician

Diploma
