

Reena-Minerva A. Vinoya
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Dubai, UAE



Compassionate Health Care Assistant with a comprehensive background in effective and efficient care of elderly patients in care home and hospital settings. Provide exceptional care, through monitoring and dedication to safe nursing practices for continued patient trust. Maintaining excellent levels of patient care through continued kindness and commitment to safe working places.

WORK HISTORY

DR. CHERISSE VINOYA MEDICAL CLINIC

HEALTH CARE ASSISTANT

AUGUST 2020- SEPTEMBER 2023

- Built caring, supportive relationships with residents, enhancing daily life through personalized care.
- Participated in personal development initiatives to enhance service delivery and patient care
- Maintained up-to-date patient records to enable care continuity between support providers.

SHINE PINAY APPARELS LLC

SALES REPRESENTATIVE cum TELE MARKETER

AUGUST 20, 2014 – August 2019

- Maintaining a healthy relationship with existing customers while opening up fresh customers. Supporting the sales team in attaining sales targets.
- Communicating with sales team for status of order and position of sales.
- Providing inputs and ideas into marketing enterprises and subsequently promote them and monitor responses.

ORIS DENTAL CENTER

JUMEIRAH, DUBAI U.A.E

FRONT DESK DENTAL RECEPTIONIST

APRIL 1, 2012- AUGUST 15, 2014

- Handles a wide range of office activities from answering the telephone, greetings patients, scheduling appointments and handling past due accounts.
- Administering the day to day activities of the business office, including the maintenance of the records of patients, scheduling of patients, accounts.
- Scheduled appointments for a busy dental office.

ROCHESTER WELLNESS CENTRE AND REHABILITATION

JUMEIRAH 3, DUBAI UAE

HEALTH CARE ASSISTANT 2009 – 2011

- Completed documentation of care, hospital actions and patient activities for up-to-date client records.
- Maintained optimal safety standards throughout client home and care environments, prioritizing risk-reduction, health and hygiene.
- Monitored individuals physical and emotional well-being, promptly reporting changes and providing suggestions for care plan adjustments.

SKILLS

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|----------------------------|--------------------------------|
| • Elderly Care Expertise | Meticulous eye for detail |
| • Data confidentiality | Health surveillance |
| • Patient transfer support | Safeguarding policy compliance |

Educational Qualifications

- **ON GOING NURSE ASSISTANT TRAINING AT CNA TRAINING INSTITUTE**

- **Bachelor of Science in Nursing Divine Word College of Laoag City Philippines**