



Rosemarie C. Alcantara

Summary

Dependable, caring and qualified orderly with 4 years of experience in caring for patients in need. Work well with palliative care patients, bedridden, physically challenged, and passionate about taking care of residents. A friendly, compassionate and have a positive attitude and excellent ability to communicate. Discrete and confidential, attentive and respectful when dealing with patients and staff.

Experience

Healthcare Assistant (Female General Ward)- 01/2023 to present University Hospital Sharjah, Sharjah-UAE

- Assist healthcare professionals in clinical areas.
- Assist in basic physiological monitoring of patients.
- Attend to patients' needs in their activities of daily living.
- Comply with quality improvement audits and activities.
- Perform planned nursing interventions.
- Support trained nurses in medical emergency or crisis situations.
- Transfer patients with stable conditions for clinical appointments, ward transfers or hospital transfers.

Nursing Service Assistant - 07/2021 to 01/2023

Canadian Specialist Hospital, Dubai-UAE

- Provides safe, courteous, and timely “patient centered” assistance in the clinical areas.
- They will also serve as a direct link and communicator between patient and other health care professionals whenever there is a need.

AR accounts/Receptionist - 06/2019 to 06/2021

Al Shula General Trading Co LLC, Dubai-UAE

- Prepare daily, weekly & monthly Statement of Account.
- Act as support to, hiring team and sales team.
- Monitor Aging account and account receivable.

Accountant/HR & Admin Assistant - 12/2018 to 06/2019

Al Suroor United Co. LLC, Dubai-UAE

- Maintain all accounts, prepare salary, act as in office in charge.
- Maintain the filing system and secretarial duties.

Real Estate Admin and Receptionist - 10/2017 to 12/2018

Diamond City Real Estate Broker, Dubai-UAE

- Welcomes visitors, receive and sort mail and deliveries.
- Provide general administrative and clerical support.

Central Cash Agent - 10/2016 to 04/2017

Emaar Entertainment LLC, Dubai-UAE

- Prepare reconciliation of cash and card sales
- Prepare daily to monthly summary of shortages/excesses of all cashiers.

Contact

Address:

Sharjah, United Arab Emirates

Phone:

+971 50 774 0349 (UAE)

Email:

mayie.ayie@gmail.com

Skill Highlights

- Post-Op care for Obgyn and Ortho patient
- ENT Procedure
- Vital signs & medical terminologies
- Elderly patient care
- Medication administration
- Oracle and Sage
- Microsoft Office (word, excel, power point, outlook)
- Accounting and admin works
- Customer service and cash handling
- Driving

Education

BSBA Financial Management - 2012

Adamson University, Philippines

BS Nursing - 2007

Metropolitan Hospital College of Nursing, Philippines

BS Cooperative - 2005

Polytechnic University of the Philippines, Philippines

Trainings & Certifications

Basic Life Support – AHA (04/2025)

UHS International Gynecological & Obstetric Conference (2023)

Caregiver Completion and Assessment (certificate): **Filbrit Training Centre**