

Leo Francis A. Garcia

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Objectives

To apply for any job that best fits my background and experience, gain exposure, and acquire a variety of skills and information.

**With Professional Driving License: Philippines,
with valid Qatar Driving License**

Work History:

Receptionist– Hala Health Care Services

**September 2024 till Present
Doha Qatar**

Responsibilities:

- Assist my patient with his daily needs and other personal hygiene tasks.
- Helping my patient move around, transferring from a bed to a wheelchair
- Giving prescribed medications on time and ensuring the correct dosages are taken.
- Observing and reporting any side effects or changes in condition to the family and healthcare provider.
- Ensuring the person receives nutritious meals according to dietary restrictions or preferences.
- Observing vital signs of my patient by regular checking temperature, blood pressure, Blood sugar, heart rate, or other vital signs if necessary.
- Reporting any signs of illness, injury, or discomfort to medical professionals or family members.
- Taking the person to medical appointments.
- Ensuring the person's safety while traveling, whether by car, public transport, or other means.
- Knowing how to handle medical emergencies and contacting emergency services if necessary.

**Administrative Assistant I – General Cailles Memorial District Government Hospital
Pakil Laguna, Philippines**

January 2009 – April 2024 (15 Years' Experience in Healthcare services)

Responsibilities:

- Maintaining the property's appearance and safety
- Keeping track of medical supplies and equipment.
- Receiving, checking, and storing incoming goods.
- Maintaining inventory control.
- Organizing and maintaining medical stocks.
- Assisting patients with personal care and hygiene.
- Helping my patient move around, transferring from a bed to a wheelchair
- Checking vital signs.

- Assisting in patient mobility.
- Providing mobility assistance, which may include aiding the client in navigating a wheelchair or walker.
- Assisting with personal care, which may include bathroom functions, bathing, grooming, dressing, and eating.
- Maintaining health records.
- Managed paper and electronic filing systems by routing various documents.
- Obtained patient or family member authorizations for tests and procedures.
- Driving the ambulance safely and securely to and from emergency locations
- Assist in moving patients via stretchers to and from the ambulance
- Transported patients to and from various locations safely and timely, assist getting in and out of vehicles.
- Maintained vehicle and medical equipment, ensuring readiness for emergency situations.
- Assisted paramedics in providing first aid during emergencies.
- Transporting emergency personnel and patients.
- Adhered to all driving regulations and safety standards.
- Provide professional services and support in a dynamic work environment.

Skills

15 Years' experience in Hospitality services, Computer skills, Electronic records management, meticulous attention to detail

Interpersonal skills, Resourceful, Prioritization, Data collection, Reliability, Analytical thinking, Active listening, Data organization. Very good driving skills.

Educational Attainment Summary

Information Technology – Undergraduate

AMA - Computer Learning Center | Sta. Cruz Laguna, Philippines

1998 - 2001

Liceo De Pakil | Pakil Laguna, Philippines

Secondary

1994-1998

Pakil Central Elementary School | Pakil Laguna, Philippines

Primary

1988 - 1994

Personal Data

Gender	Male
Age	43
Birthdate	July 27 1981
Birthplace	Pakil Laguna, Philippines
Marital Status	Married
Nationality	Filipino
Religion	Roman Catholic