



MEG RAZO

SENIOR CONTRACTS OFFICER

CONTACT

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REFERENCES

LINDA JENNINGS

The Bookcase Bahrain

✉ lindajenningsbookcase@gmail.com

☎ (973) 3962 5004

DR. KIRAN BIJLANI

Consultant OB-Gynecologist

☎ (973) 3941 6017



WORK EXPERIENCE

2018 – Present

THE BOOKCASE BAHRAIN

Senior Contracts Officer

Supervise and overlook subordinates.

Process orders with supplier overseas through email and/or through phone.

Approve shipment folders from the warehouse and solve problems found.

Occasionally visit schools and meet with our school contacts.

2014 – 2018

THE BOOKCASE BAHRAIN

Contracts Clerk

Prepare quotations requested by customers.

Emailing and/or calling customers and overseas suppliers daily.

Assist customers in the shop, and answer questions accurately and politely.

Extend assistance in school or institutional bookfairs outside the office.

Occasionally helping in the warehouse in clearing out shipments received.

2013 – 2014

ROYAL BAHRAIN HOSPITAL

Health Care Assistant (OPD Department)

Assist the nursing staff in ensuring the provision of quality services to the patients.

Check the readiness of the clinic and ensure that all requirements are obtained.

Assist the doctor in certain procedures done in the clinic, when necessary.

Assist and support the patient during examination and mobilization if needed.

Keep the unit and the nurse's station neat and clean at all times.

- 2009 – 2012 **PHILIPPINE RED CROSS – ZDN CHAPTER**
Volunteer – First Aider - Instructor

Member, Safety Services Team
Member, Emergency Response Unit (ERU)
Member, Blood Mobile Team
Instructor, Community Health and Nursing Services



EDUCATION

- 2005 – 2009 **DIPOLOG MEDICAL CENTER COLLEGE FOUNDATION**
Bachelor of Science in Nursing
- 2001 – 2005 **JOSE RIZAL MEMORIAL STATE UNIVERSITY**
Dipolog Campus, Dipolog City
High School Diploma, Class of 2005



HIGHLIGHTED SKILLS

Problem Solving	<div><div></div></div>	Communication	<div><div></div></div>
Service & Support	<div><div></div></div>	Microsoft Office	<div><div></div></div>
Photo/Videography	<div><div></div></div>	Video Editing	<div><div></div></div>



CERTIFICATIONS

- June 2009 **PHILIPPINE NURSING LICENSURE EXAMINATION**
Board Passer
- 2001 – 2005 **BLOOD DONATION PHLEBOTOMY TRAINING**
PBCC, Zamboanga City, Philippines
- 2001 – 2005 **STANDARD DISASTER MANAGEMENT TRAINING**
PRC – ZDN, Dipolog City, Philippines
- 2001 – 2005 **INSTRUCTOR'S TRAINING COURSE ON CHNS**
Basic Disaster and Home Nursing Course
Tagaytay City, Manila, Philippines