

# KESHRYN NAILA TAN AHMAD, RTRP

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A proactive professional that is willing to learn, fast-learner, can work under minimal supervision and able to work alone or with a team, applying for the position of Virtual Assistant in your respective institution.

## PROFESSIONAL EXPERIENCE

- **HR COORDINATOR**  
Tajweed Made Easy Academy Global Sdn Bhd.,  
Shah Alam, Malaysia  
(Mar 2025 - Present)
- **LIAISON OFFICER**  
Dakwah Corner Bookstore, Zamboanga City,  
Zamboanga Del Sur, Philippines  
(June 2023 – August 2023)
- **HR CUM STUDENT AFFAIRS ASSISTANT COORDINATOR**  
Tajweed Made Easy Academy Global Sdn Bhd.,  
Shah Alam, Malaysia  
(Mar 2023 – Mar 2025)
- **HR ASSISTANT COORDINATOR**  
Tajweed Made Easy Academy Global Sdn Bhd.,  
Shah Alam, Malaysia  
(Nov 2022 – Mar 2025)
- **STAFF RESPIRATORY THERAPIST**  
Pope John Paul II Hospital and Medical Center, Las  
Piñas City, Philippines  
(May 2021 – Nov 2022)
- **RESPIRATORY THERAPIST INTERN**  
National Kidney and Transplant Institute, Quezon  
City, Philippines  
(January 2020 – April 2020)
- **RESPIRATORY THERAPIST INTERN**  
Philippine Children’s Medical Center, Quezon City,  
Philippines  
(October 2019 – January 2020)
- **RESPIRATORY THERAPIST INTERN**  
Veterans Memorial Medical Center, Quezon City,  
Philippines  
(June 2019 – October 2019)

## PROFESSIONAL RECOGNITION

- March 2021 Respiratory Therapist Licensure  
Exam Passer (Philippines)

## SKILLS AND COMPETENCIES

- Tech-savvy
- Microsoft Office
- Google Drive
- Email Management
- Payroll Computation and Distribution
- Basic Social Media Management
- Arterial Blood Gas extraction and Interpretation
- Basic Life Support (BLS)
- Mechanical Ventilation Initiation, Management, and Discontinuation

- Perform Incentive Spirometry
- Perform Peak Expiratory Flow Rate
- Perform Bronchopulmonary Drainage and Chest Physiotherapy (CPT)
- Perform and Interpret Pulmonary Function Testing
- Assist physician during endotracheal intubation
- Assist physician during tracheostomy procedure
- Ability to instruct patient with proper breathing exercises
- Suctioning

## EDUCATIONAL BACKGROUND

UNIVERSIDAD DE ZAMBOANGA  
Bachelor of Science in Respiratory Therapy (2020)

## AWARDS

- Best in Academics (Veterans Memorial Medical Center)
- Clinical Proficiency Award
- Academic Award
- Leadership Award
- Best Case Presenter

## SEMINARS ATTENDED

- BASIC LIFE SUPPORT – HEALTHCARE PROVIDER with AED  
(Red Cross, Zamboanga City, Philippines)
- ARCPP WORKSHOP/SEMINAR on MECHANICAL VENTILATION  
(New Era University, Philippines)
- COSMED QUARK PULMONARY FUNCTION TEST TRAINING  
(East Avenue Medical Center, Philippines)
- EVALUATION and MANAGEMENT of SUSPECTED INTRAABDOMINAL SEPSIS in the POSTOPERATIVE PATIENT”  
(Webinar 2021 – Delex Pharma International)

## CHARACTER REFERENCES

- **Anabel Mardan, RTRP**  
Respiratory Therapist  
Pope John Paul II Hospital and Medical Center, Las  
Piñas City, Philippines  
09978314904
- **Mohammad Alkhaf H. Kadil, RTRP**  
Clinical Coordinator  
Department of Respiratory Therapy  
Universidad De Zamboanga  
Tetuan, Zamboanga City  
[Mohammadalkhaf.kadil@uz.edu.ph](mailto:Mohammadalkhaf.kadil@uz.edu.ph)