**Gulfjobseeker.com CV No:** **9120**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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CAREER PROFILE

PROFESSIONAL OBJECTIVE

* Bachelors Degree in Nursing
* Five (5) years working experience in Insurance, Education, Medical and Healthcare works
* Well-experienced & knowledgeable in Medical Coding, E-Claims & Electronic Medical Records
* Seasoned professional through years of work experience and level of practice
* Excellent knowledge in Microsoft Office Suite ( Excel, Word and PowerPoint Presentation)
* Excellent Communication, Organizational and Interpersonal skills
* Dealing effectively with multicultural environment
* Able to handle pressures in a positive way
* Ability to assess operational requirements and to plan and organize workflow patterns and schedule

WORK EXPERIENCE

WORKING EXPERIENCE

1. **German Health Consult FZ-LLC**

**Dubai Healthcare City, Dubai UAE**

January 2012 – July 2014

**Medical Claims Processing Officer / Data Entry**

* Operates data capture technology to import digitized documents into document management system.
* Comprehensive entering and storing of patient’s information and other relevant data relating to patient’s healthcare using computer and computer applications to program, set up functions, enter data or process information.
* Responsible for patient demographic data entry, medical coding (CPT), disease classification coding (ICD) and input of financial data.
* Processes Direct Billing and Reimbursement Insurance claims.
* Digitally capturing a wide variety of printed materials such as policy documents, invoices, doctor’s prescriptions, reports and etc.
* Implement scanning or other automated data entry procedures, using imaging devices and document imaging devices.

1. **Powerhouse Training and Review Center**

**Bohol, Philippines**

January 2010 – November 2011

**Associate Review Director / Program Coordinator**

* Monitor and review program to ensure that schedules are met and guidelines are adhered.
* Direct and coordinate activities of personnel engaged in the entire review program.
* Supervise reviewees’ performance, lecture session and examinations (post-test, simulated exam, etc.)
* Assisting the reviewee in any operational concerns and dealing with suggestions and inquiries as well as addressing complaints.
* Provides reinforcement through tutorials and lecture discussion.
* Compile, copy, sort and file records of review activities, transactions and other dealings through different computer applications; maintains office documents and reviewees’ database.

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1. **Tagbilaran Community Hospital Corporation**

**Bohol, Philippines**

January 2009 – December 2009

**Staff Nurse**

* + Provides comprehensive health education based on their individualized and recognized needs.
  + Manages and directs nursing care activities and coordinates care planning with other disciplines.
  + Delivers direct patient care; assesses patients’ physical, psychological and/or emotional needs; triages patients and informs physician of patient status.
  + Administers medications and drugs as assigned; documents, obtains required consent forms.

**PERSONAL STRENGTH AND SKILLS**

* + - Dedicated and resourceful
    - Hardworking and result oriented
    - Accurate and efficient
    - Flexibility and keen to details
    - Flexible in handling different job responsibilities
    - Outgoing and energetic worker with high work initiatives

**EDUCATIONAL BACKGROUND**

* COLLEGE - BACHELOR OF SCIENCE IN NURSING

HOLY NAME UNIVERSITY

Janssen Heights, Dampas District Tagbilaran City, Bohol

* SECONDARY - HOLY INFANT ACADEMY

Poblacion, Anda, Bohol

CLASS SALUTATORIAN

* ELEMENTARY - ANDA CENTRAL ELEMENTARY SCHOOL

Poblacion, Anda, Bohol

HONORABLE MENTION

ELIGIBILITIES

**FIRE SAFETY & WARDEN SEMINAR 20th November 2013**

Dubai Healthcare City, Dubai UAE

**NURSE LICENSURE EXAMINATION 1st & 2nd June 2008**

**Professional Card Number: 0513985**

CEBU CITY

**INTRAVENOUS THERAPY 31st October 2010**

**PRECEPTORS**

PERSONAL DATA

Birthday - 14 November 1987

Age - 26

Civil Status - Single

Sex - Male

Nationality - Filipino

Visa Status - Employment / Residency (Free Zone)

I hereby certify that the above data are true and correct to the best of my knowledge and belief.