**PROFESSIONAL SUMMARY**

Self-motivated, trustworthy and conscientious sales assistant, and are able to multi-task, handle pressure, work as part of a team and most importantly inspire customers to make a purchase.

Admitting/ Information Clerk with background in billing and collections, records management and maintenance and appointment setting. Desires a role in a medical office environment.

**SKILLS**

* Strong interpersonal skills
* Telemation e-CRM
* Excellent communication skills
* Motivated team player
* Excellent work ethic
* Telemation Oracle System; Orion & JD Edwards

**WORK HISTORY**

**Secretary/ Sales Coordinator July 2015 to current**

*Al Naboodah Group of Company*

*Trading LLC – Auto Allied Products Division*

* Organizing work by reading and routing correspondence, collecting information and initiating telecommunications.
* Maintains department schedule by maintaining calendars for department personnel, arranging meetings, conference and travels.
* Completes request by greeting customer, in person or in telephone, answering or referring inquiries.
* Quoted prices, credit terms and other bid specifications.
* Recorded accurate and efficient records in the customer database.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
* Built relationships with customers and the community to promote long term business growth.
* Prepares monthly report to the Service Director.

**Assistant Purchaser March 2012 to May 2015**

*Middle East Fuji LLC –U.A.E*

* Quoted prices, credit terms and other bid specifications.
* Recorded accurate and efficient records in the customer database.
* Prioritized tasks and projects to meet tight deadlines.
* Kept detailed records of daily activities through online customer database.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
* Built relationships with customers and the community to promote long term business growth.

**Team Leader-Platform Department**

*Middle East Fuji LLC –Dubai U.A.E*

* Entered data into databases in a timely and accurate manner.
* Produced monthly sales reports for Marine IMPA Books.
* Reports updated CRM records (sales report) for Job Closing.
* Trained newly-joined staff of the company for the basic methods of the system.

**Communication/ Info Clerk**

*Middle East Fuji LLC –Dubai U.A.E*

* Served as the primary point of contact for incoming calls, request and customer’s enquiries by mail.
* Responsible in sending the quotations to its specific and accurate customer’s e-mail addresses or their own specified company link/ site.
* Recorded accurate and efficient records in the customer database.

**Admitting/ Info Clerk March 2007 to April 2012**

*Cebu North General Hospital –Philippines*

* Prepared patient charts, pre-admissions and consent forms as necessary.
* Determined prior authorizations for medication and outpatient procedures.
* Researched questions and concerns from providers and provided detailed responses.
* Maintained strict patient and physician confidentiality.
* Managed collections claims for unpaid bills against the estates of debtors.
* Expertly transcribed medical reports for a variety of physicians in a hospital setting.
* Interacted with providers and other medical professionals regarding billing and documentation policies, procedures and regulations.
* Submitted electronic/paper claims documentation for timely filing.

**EDUCATION**

**University of San Jose - Recoletos March 2007**

*Cebu City Philippines*

Associate in Commerce - Hospitality Management

(Hotel and Restaurant Management)



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