**Summary**

Dedicated and focused at work and excels at prioritizing, completing multiple tasks simultaneously and following through to achieve goals.

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**Other Skills**

Internet Literacy, Microsoft Office

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**Accomplishments**

Handled customers effectively by identifying needs quickly. Gaining trust, approaching complex situations and resolving problems to maximize efficiency.

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**Experience**

**Billing Clerk**

**(TMCI) C.P. Reyes Hospital**

Philippines

Dec. 2012 – Aug. 2015

Aug. 2007 – Nov. 2008

Duties and Responsibilities

* Encode and checks the patient’s bill to ensure the accuracy.
* Responsible for checking the charges from the Hospital Information System (HIS).
* Updating the bill and printing the final Statement of Account (SOA).
* Responsible on deducting the Philippine Health Insurance (Philhealth) using medical codes for corresponding diagnosis and Health Management Organization (HMO) coverage, Senior Citizen’s discount in a fast and accurate manner.

**Receptionist cum Office Staff**

**Kalandoor Contracting LLC**

Dubai Investment Park, Dubai UAE

June 2009 – Oct. 13, 2010

Duties and Responsibilities

* Attending incoming and outgoing calls.
* Receive incoming and outgoing document and distribute those document to the concerned person.
* Responsible for initial handling of visitors, clients and applicants.
* Arranging manager’s appointment and couriers booking.
* Encode and print all matters pertaining to the department operations. Keeping and securing all files in proper filing provided with hard and soft copy.
* Coordinate Accounting Departments for accepting delivery orders, handling suppliers, handling petty cash and issuance of payment, cheques for various customers/clients with the instructions from the Dept. Head.

**Waitress**

**Movenpick Hotel Sana’a**

Sana’a Yemen

Feb. 2006 – Feb. 2007

Duties and Responsibilities

* Greet guests and make them feel comfortable.
* Learn menu items and be able to describe them appropriately to guests.
* Take beverage and food orders and deliver in a timely manner.
* Deliver guest’s bill and thank them for dining at the restaurant.
* Check-in with guests to ensure that everything is going well.

**Documentation Clerk**

**Lima Logistics Corporation**

Philippines

Mar. 2004 – Jan. 2005

Duties and Responsibilities

* Monitor the incoming and outgoing parts.
* Monitor and control deliveries from the clients.
* Updates the daily inventory of the incoming/outgoing parts being stored in the warehouse by our clients.
* Prepares necessary documents for importation and exportation of parts.
* Record and Update the system (Inventory Control System) of every transaction.

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**EDUCATION**

1999-2003 : Lyceum of Batangas – Philippines (B.S. Computer Science )

* 1. : La Consolacion College ( High School )

1986-1992 : La Consolacion College ( Elementary )

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**Personal Skills**

Hardworking, Multi-tasking, Flexible, Self-Initiative

**Personal Profile**

Sex : Female

Marital Status : Married

Language/s : Tagalog, English

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**Gulfjobseeker.com CV No:** **1519074**