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| MARYGRACE.258057@2freemail.com  |  |
| Marygrace  | Cover Letter |
|  | Dear Sir/Madam,It is with great enthusiasm that I submit my application for Administrative position as my skills and experience is close match to your requirements for this position. I would appreciate careful consideration of my credentials as outlined below and within the enclosed resume.I started to work from 2010 up to present to the administrative position.* Proven experience as an administrative assistant, [virtual assistant](https://resources.workable.com/virtual-assistant-job-description) or office admin assistant.
* I have knowledge of office management systems and procedures.
* Working knowledge of office equipment, like printers and fax machines.
* Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
* Excellent time management skills and the ability to prioritize work.
* Attention to detail and problem solving skills.
* Excellent written and verbal communication skills.
* Strong organizational skills with the ability to multi-task.

Please contact me via phone or email to arrange a convenient time for us to discuss my qualifications. I’m open to new role for a higher position.I can join after one month notice.Thank you for your time and consideration and I look forward to speaking with you soon. |

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|  | Marygrace  |
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|  | ObjectivesTo have a good professional relationship with the employer and client and meet goals for the benefits of the company and for myself. |

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| Educationexperience | ST JUDE COLLEGE-MANILA2004-2008Degree: Bachelor of Science in NursingExecutive Assistant | Space Art Advertising L.L.CMarch 13, 2016 – up to presentBusiness Bay, Dubai UAE**Responsibilities*** Screening calls; managing calendars; meeting and event arrangements;
* Preparing reports and financial data; creating spreadsheets and presentations, and filing.
* Coordinating the submission of proposals, tracking sales progress, troubleshooting minor technical problems, maintaining department database records, and serving as a liaison between traveling sales representatives and staff based in the home office.
* Creates processes and tracks purchase orders.
* Maintains records of orders and inventory and follows up with vendors on shipment and delivery.
* Training and supervising other support staff; and customer relations.
* Strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors.
* Have knowledge of Social Advertising and preparing reports.
* Sensitivity to confidential matters.
* Process online visa of new employment through EDNRD website.
* Arrange employee’s attendance, leave and monthly salary.

Secretary cum Insurance Coordinator | Specialized Medical & Dental CenterMAY 2015 up to November2015 Jumeira 1, DUBAI, UAE**Responsibilities*** Serves patients by greeting and helping them; scheduling appointments; maintaining records and accounts.
* Researched and solved claim and billing issues
* Interfaced with insurance carriers and other healthcare providers
* Assisted patients with eligibility and benefit coverage questions
* Translate and explain insurance details and compliance procedures to patients.
* Monitor current insurance practices, requirements, and forms.
* Prepare and distribute insurance education materials, including reports and bulletins.
* Educate clinical staff in solving collection and registration issues.

Front Desk Receptionist cum ICD Coder under Marketing Department| St. Frances Cabrini Medical CenterSto Tomas Batangas-PhilippinesAugust 2010-February 2015Partime Sales/Promotions | Moeinalbastaki - DubaiUnique Angle - DubaiAvon - PhilippinesUNO- PhilippinesALLIANCE/AIM GLOBAL - PhilippinesSkills and Qualifications:Multi-tasking, Flexibility, Telephone Skills, Customer Service, Time Management, Organization, Attention to Detail, Scheduling, Word Processing , Professionalism, Quality FocusPersonal Information:Date of Birth: February 12, 1988Nationality: FilipinoHeight: 5’1”I hereby certify that the above information is true and correct to the best of my knowledge and belief. |