**First Name of Application CV No 1643940**

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**OBJECTIVE**:

To contribute skills and experience, and collaborate with team that enhances the organizations success.

**SUMMARY OF QUALIFICATIONS:**

* Interpersonal skills
* Customer Service oriented
* Knowledge in Windows, Microsoft Office, Internet and Browser usage.
* Objective and action oriented with proven ability to deliver results on time.
* Ability to multi task in a pressured environment
* Knowledge of Arabic language.

**WORK EXPERIENCE:**

**Medical Receptionist/ Insurance Clerk September 2014- Present**

Life Medical Center

Abu Dhabi

**Job Description:**

* Receiving and greeting patients
* Entering patient’s information and test using Laboratory information system
* Answering telephone calls.
* Printing and receiving cash and credit bills
* Taking approvals in insurance companies for the laboratory test of patients.
* Checking completeness of bills (E.g. card expiry dates, co-payment ) According to policy of each Insurance companies.
* Summarizing bills, classifying by insurance company and preparing to be send to insurance.

**Health Information Technician December 2012- 2014**

Health Information Management

Prince Mohammad Bin Abdulaziz Hospital

Ministry of National Guard-Health Affairs

Al Madinah Al Munawwarah, KSA

**Job Description:**

* Files and Retrieves clinical records for patient care
* Establish clinical record folders for new patients
* Process computer data from patient index and allocates medical record number to loose notes.
* Respond to telephone inquiries and authorized personnel.
* Follows established guidelines for clinical record release.
* Logs reviews signs, and submits daily records intakes
* Transfer medical files from and to filing and patient areas and vice versa.
* In charge of shift staff.
* Preserves and maintains clinical records.
* Adheres to accreditation standards for clinical records.
* Maintains strict confidentiality pertinent to patient information release.
* Assumes responsibility for own own professional growth
* Perform other related duties as assigned.

**Administrative Assistant III (TemporaryAssignment) May 2013 – July 2013**

Clinical Engineering Services

Prince Mohammad Bin Abdulaziz Hospital

Ministry of National Guard-Health Affairs

Al Madinah Al Munawwarah,KSA

**Job Description:**

* Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals
* Compose type and distribute correspondence and reports.
* Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
* Locate and attach appropriate files to incoming correspondence requiring replies
* Maintain scheduling and event calendars
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
* Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material
* Conduct searches to find needed information, using such sources as the Internet.
* Coordinate conferences and meetings
* Order and dispense supplies.
* Prepare and mail checks.
* Order and dispense supplies.
* Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

**Clerk May 2011 – April 2012**

Governor’s Office

Provincial Government of Basilan

Basilan Province, Philippines

**Job Description:**

* Answers telephone calls, direct calls and take message.
* Typing various assignments using word processing suites.
* Compile, copy, sort and file records of office activities.
* Operates office machine like photocopier and computers.
* Provides basic assistant to higher level staff.
* Deliver messages to other departments and run errands.

**Medical Ward Clerk December 28, 2006 - March 21, 2011**

Armed Forces Hospitals Taif Region

**Job Description:**

* Answering incoming calls in accordance with instructed telephone courtesy
* Performs unit receptionist duties
* Performs general clerical duties on an assigned unit.
* Data encoding
* Daily Patient Billing
* Registering Post-Hospital Appointments with Patient’s Physician
* Records patient vital statistics on all appropriate medical records.
* Completes requisition for diagnostic procedures, maintenance work orders and ensures results are available per view.
* Requisition of medical supplies.
* Doing daily/monthly reports on statistics of patient in Out-patient Department.

**Clerk II January 1998- Oct 2000**

SangguniangPanlalawigan

Provincial Government of Basilan

Basilan Province, Philippines

**Job Description:**

* Answers telephone calls, direct calls and take messages
* Typing various assignments using word processing suites.
* Compile, copy, sort and file records of office activities.
* Monitors office supplies for replenishment.
* Operates office machine like photocopier and computers.
* Provides basic assistant to higher level staff.
* Making travel arrangements to higher office personnel.
* Deliver messages to other departments and run errands.

**EDUCATIONAL ATTAINMENT:**

**Bachelor of Science in Agricultural Technology Graduate**, Basilan State College

Isabela, Basilan, Philippines

March 2005

**Secondary Education**, Basilan National High School

1987-1991

**Elementary Education,** Isabela Central Elementary Pilot School

Isabela, Basilan Province

1981- 1987

**SEMINARS/ TRAININGS ATTENDED:**

**Infection Control**

Saudi Commission for Health Specialist

Al Hada Armed Forces Hospital

Taif Kingdom of Saudi Arabia

15 June 2010

**Seminar in Community Hospital**

Department of Family Medicine

Al Hada Armed Forces Hospital

Taif Kingdom of Saudi Arabia

07 May 2007

**PERSONAL INFORMATION:**

**Date of Birth:** May 16, 1974

**Gender:** Female

**Civil Status:** Single

**Religion:** Islam