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**SUMMARY OF QUALIFICATIONS**

* ***Bachelor of Science in Information Technology***
* ***7 months working experience as Receptionist Cum Cashier at Al Mahmoud Medical Center in Sharjah, UAE***
* ***4 years working experience as a Medical Secretary and Registration cum Cashier at Olaya Medical Center in Riyadh, Kingdom of Saudi Arabia***
* ***3 years working experience as a Secretary in Manulife Financial Insurance Philippines***
* ***4 Years working experience as a Cashier/Technical Support and Manage own business Internet Café, Philippines***
* ***Familiar with E-mail and Internet***
* ***Highly Proficient in Microsoft Office***
* ***Service-oriented and goal-oriented***
* ***Multi-tasking skills, organized and meticulous***
* ***With good communication skills***
* ***Fast learner, flexible, patience and hardworking***
* ***Ability to work under pressure***
* ***Ability to work independently with minimum supervision***
* ***Know Arabic language.***

**WORK EXPERIENCE**

**Al Mahmoud Medical Center 30 May 2015 – 31 December 2015**

**Sharjah, UAE**

**Receptionist Cum Cashier**

**DUTIES and RESPONSIBILITIES**

* Calling Patients for booking confirmation.
* Booking patients in the system and ensuring the same information has been disseminated to the doctors.
* Coordinating with nursing dept. for patient queries.
* Checking the eligibility of insurance card.
* Coordinating with insurance dept. pertaining got insurance approvals.
* Answer all patients inquiry, answering phones and scheduling appointments.
* Perform clerical services such as registration and administrative clerk.
* Update transaction record like credit card and cash.
* Submit daily collection and report to the clinic manager.

**Olaya Medical Centre November 27, 2010 – November 30, 2014**

**K.S.A.**

**Registration Cum Cashier/Medical Secretary**

**DUTIES and RESPONSIBILITES:**

* Maintain clean and orderly checkout areas.
* Answer customers' questions, and provide information on procedures or policies.
* Provide clerical services in registering patients in Front Office.
* Issue receipts, credits, or change due to customers.
* Receives and processes all payments according to standard procedures.
* Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
* Compute and record totals of transactions and remit to the main cahier.
* Completes, processes, and maintains applicable paperwork and records
* Perform clerical services such as registration clerk, administrative and data clerk.
* Obtain clinical data from the patients to facilitate treatment to them.
* Assist patients especially medical check up for VIP
* Keep medical reports of Iqama, Pre-Emp., Medical check-up of patients file in an organized manner.
* Ensure that the best of services of are provided to the patients in healthcare setting.
* Monthly census for Iqama,PE & MC & Report to Medical Director
* Typing Hospitalization up to date. and submit to Medical Director, Secretary & Admin Office
* And At the same time Secretary of Medical Director.

**Manulife Financial June 2009 – November 20, 2010 LKG TOWER 15th floor Ayala side**

**Secretary**

**DUTIES AND RESPONSIBILITES**

* Receive telephone message for agent and keep in order clients file and inter office correspondence.
* Monitor collection of premium payment of clients.
* Keep collection cards for each client and update it regularly.
* Prepare collection slip and Provisional Receipt when necessary.
* Preparing cover letter for policy delivery and acknowledgement receipts upon of policy contract from unit secretary.
* Prepare application, market data and other forms necessary to process client’s application for file insurance.
* Monitor petty cash fund and prepare voucher for all expenses.
* Take custody of PR, APDC and logbooks for safekeeping.
* Prepare contracting papers for new agents.
* Monitor Daily Production Report to update lapses and issued cases for the unit production.
* Taking minutes of the meeting.

**MdetV Internet Café January 2005 – May 2009**

**Tunasan, Muntinlupa City**

**Cashier/Technical Support**

**CMC Magnetics Corporation January 2003 – January 2005**

**Chungli, Taiwan R.O.C**

**Machine Operator**

**Manulife Financial January 2000 – Dec 2002**

**Madrigal Business Park**

**Secretary**

**Integrated MicroElectronics Co. 1997 - 1999**

**Quality Control**

**Skills**

* Internet Application
* Knowledge in PC software / hardware application
* Networking
* MS Word, Excel, PowerPoint
* Knowledge in Typing
* Knowledge in driving the car

**EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT**

June 1997 – March 2001

B.S. Information Technology

AMA Computer College

Laguna

***Customer Service Training***

Olaya Medical Center

6 Sessions

11 June 2012

***PS Bank***

OJT – 120 hours

October 2000

***Secretary’s Training***

Philippines

November 17, 2001

***Structured Cabling System***

AMA Computer College

Quezon City

March 2000

**PERSONAL INFORMATION**

**Age**  : 39 yrs.

**Marital Status** : Married

**Nationality** : Filipino

**First Name of Application CV No: 1646706**

Whatsapp Mobile: +971504753686

