# Career Objective

To work in a reputed and progressive firm and to pursue motivation and career challenges by utilizing best of my performance skills, to be able to enhance and share my skills, capabilities and my knowledge for the promotion of corporate growth.

# Job Experiences:

**Medical Specialist Centre**

September 2014 up to February 12, 2016

UAE

***Job Description:***

**Receptionist/Cashier**

* Maintain working knowledge of the appointment system, times of all duration of appointment. Demonstrated proficiency in telephone and front-desk reception within a high-volume environment.
* Calmed upset/angry patient researched and rapidly solved problems and rebuilt client trust to prevent the loss of key accounts.
* Determine the financial status of patient and their insurance for health services. Collect and deposit fees according to protocols.
* Prepare and balance daily financial registers and submit all forms of fees to the accounts.
* Assist patients in accurately completing appropriate forms and documents for required information.
* Collect, sort, distribute and prepare mail, messages and courier deliveries. Request appropriate supplies for waiting room and reception area.
* Respond to all queries for assistance from patient and other visitors to the practice as appropriate and invoicing.
* Consistently praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.
* Excelled in role requiring the ability to handle a variety of customer service and administrative tasks and resolve customer issues with expediency.

**Medical Specialist Centre**

February 2, 2014 up to September 2014

Dubai, UAE

***Job Description:***

**Office Assistant**

* Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serves patient by backing-up receptionist; answering questions; forwarding messages; confirming patient orders from the respective doctors; keeping patient informed of order status. Moreover, helping to enhance organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

**Grand Hypermarket (Al Khail Mall)**

Regency Group of Companies

December 3, 2011 – January 6, 2014

***Job Description:***

**Cashier/Sales**

* General Cashier duties, closing company bills and forwarding it to the accounts department. Prepares cash flow, delivery receipts, warranty bills and receipts. Dealing customer services such as complaints, updates of some item problems, delivering mall special offers announcement and performs duties if colleague in charge is absent.

**JPMorgan Chase & Co.**

August 12, 2010 – November 30, 2011

Philippines

***Job Descriptions:***

**Operations Specialist (Invoice Processing Department – May 16, 2011 to November 30, 2011)**

* Responsible in validating of vendor’s submitted invoices. Ensuring if the invoice submitted is approve to pay concerning all aspects like duplication, attachment of the invoice and if they are meeting the guidelines when it comes to the allowable of certain invoices submitted.

**Operations Specialist (Plan Break Department - August 12, 2010 – May 13, 2011)**

* Responsible in reviewing the status of the borrower’s loan regarding if he is in a modification, or has been offered by a trial plan and if said borrower is fulfilling his part.

**American Data Exchange Corporation** (**ADEC**)

March 2008 – August 10, 2010

Las Piñas City

***Job Description:***

**Business Process Associate (Entry - Proofer Task)**

* The one who is responsible in creating the desired product from the examined property, entering the data into the created product, proofing and ensuring the quality of the product being created considering the time frame being given to a particular file, meeting client satisfaction through giving their required output and make it better as possible as it is expected.

**Supervalue, Inc.**

October 2007 – February 2008

Accounting Department

SM Corporate Offices

***Job Description:***

**General Clerk**

* Responsible in receiving and sorting of the forwarded documents sent by all SM branches within the country, entering into the system as compliance to the rules of the department, complying to the needed receipts as supported documents for preparation of billing the tenants in the store for particular branches and more likely responsible for the follow-ups to some branches who does not forwarded yet the needed receipts needed for billing.

**Mila’s Mini-Grocery**

June 2004 - June 2007

Surigaodel Norte

***Job Description:***

**Store Personnel**

* All around personnel depending on the demand of the store owner on what task I am going for the day, more likely I do the task of the cashier, the one filling on the empty racks of an item, assisting on the inventory and sales computation and store keeper.

# Educational Attainments:

**College:**2003-2007

 **BS in Information Technology** (**BSIT**)

 Siargao National College of Science and Technology

**High School:**1999-2003

**Siargao National College of Science and Technology** (**SNCST**)

 Surigao del Norte

**Elementary:**1993-1999

 **Katipunan Elementary School**

 Katipunan, Surigao del Norte

# Certification of Proficiency:

Certification of Participation for Microsoft Office Word 2007

Certification of Participation for PC Assembly Maintenance

Certification of Participation for PC Networking

# On-The-Job Training Experiences AND Seminars Attended and Training Affiliates

**Qmentum International for Self-Assessment Teams**

**Introduction to Accreditation with Qmentum International Accreditation Canada (DIAMOND level)**

 **Surigao Norte People’s Initiative Development Association** (**SNPIDA**)

Assisted Project of World Vision Development Foundation (WVDF)

 Office Staff

 Surigao Del Norte

**Personal Information:**

**Birth Date** : May 4, 1987

**Birth Place** : Katipunan, Del Carmen

**Age** : 28

**Gender** : Female

**Citizenship** : Filipino

**Civil Status** : Single

**Religion** : Roman Catholic

**First Name of Application CV No:** **1654956**

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