Annamae [Annamae.283227@2freemail.com](mailto:Annamae.283227@2freemail.com)

***OBJECTIVE***

To impart my skills and knowledge, which I am certain, will be beneficial to your growing company.

**Skills**

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| --- |
| Ability to build effective working relationships with both customers & colleagues, Knowledge of email and internet, and confident telephone manner, Quick learner. |

***WORK EXPERIENCE***

May 2013 - PresentSecretary/Receptionist/Insurance

Responsibilities:

1 To attend to the patients coming, opening file for them.

2 To do the paper works such as patient’s info and records and documents and sick leave.

3 To answer the phone calls.

4 To receive payments of the patients and do accounting for every month.

5 Schedule appointments, prepare bills and receive payments for dental services, complete

insurance forms, and maintain records, manually or using computer

6 Take pre approval from insurance for direct billing, saving claims and sending claims.

7 Updating stocks, taking inventory of supplies and medications

8 Filing important documents for the clinic such as policies and staff’s files

Making HAAD & written sick leave for patients

9 Updating clinic’s license and staff’s licenses, policies and consents.

July 2012 - November 2012 HR Manager

Rose Bakeshop

**Responsibilities:**

1. Responsible for hiring employees.
2. Responsible for employee’s problems and complaints.
3. Responsible for the employee’s payroll.

4 Responsible for employees benefits administration.

May 2011 - Jan 2012 Telemarketing/ Inventory/ Manager

**Responsibilities:**

Communicate with customers and deals with their needs.

1. Planning of new promos and offers of the restobar to get large number of customers.
2. Counting and tallying the in and out stocks of the restobar.

3 Monitoring the works of the employees in my department.

March 2011 - May 2011 Front Desk/ Receptionist

JoguesApartelle

Manga Street, Juna Subdivision

Davao City, Philippines

**Responsibilities:**

1 Greet the customers and other parties that arrives in the hotel.

2 Answering the phone, directing calls and providing information of the hotel.

3 Serves as the gate keeper of the hotelwhich includes calling emergency services

(police, fire & ambulance) when required, contacting the appropriate employee when a visitor arrives and screening calls.

October 2010 - December 2010 Call Center Agent (Outbound)

Fil-Can Telecommunications Company

Juna Subdivision

Davao City, Philippines

**Responsibilities:**

1 Making appointments of client to a company through phone.

2 Selling products through outgoing call.

3 Offering services such as cleaning services.

April 2007 - August 2008 Bar Manager

Dyslexia Restobar

Rizal Promenade, Rizal Street

Davao City, Philippines

**Responsibilities:**

1 Make sure that the customers needs and orders are well provided.

2 Make sure that the employees of the bar gives their full dedication to work when comes to dealing the customers and make the customers feel contented.

3 Planning and generating new and interesting promos of the bar to catch the customers

attention.

***PERSONAL INFORMATION***

**Birth date** : August 21, 1983

**Age**  : 32 yrs. old

**Civil Status** : Separated

***EDUCATION Year Graduated***

|  |  |
| --- | --- |
| College: | **Practical Nursing March 2007**  **St. Augustine School Of Nursing**  **Davao City, Philippines** |

High School: **Rizal Memorial Colleges March 2000**

**Davao City, Philippines**

Elementary: **Saint Peter's College of TorilMarch 1996**

**Davao City, Philippines**