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|  | Objectives  Administrative Assistant with over 5 years’ experience in clerical, documentations and other administrative role. Presently seeking a suitable administrative position or any related work to my profession with a motivating and challenging environment, building the success of the company while I experience advancement opportunities.  Work Experiences  Social Insurance Assistant I (February 2015 - Present)  Insurance Corporation (Pasig City)  Perform routine clerical and administrative functions such as scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers and assist with regards to Information & Education Campaign of the Corporation.  Administrative Assistant (November 2011 – January 2015)  Philippine Overseas Employment Administration (Mandaluyong City)  Assist in the preparation, consolidation and distribution of operating budgets and related reports to the Regional Extension Units.  Administrative Assistant (October 2010 – December 2010  Philippine Overseas Employment Administration (Mandaluyong City)  Encodes and assists in handling Legal Cases of Employers and OFW Employees.  Medical Encoder (April 2009 – August 2009)  Maxicare Healthcare Corporation (Makati City)  Updates laboratory rates of affiliated hospitals & clinics & personal information of doctors.  Achievements  Nursing Licensure Examination  February 24, 2010  PRC License Number  Organizations  The Feast – PICC  Medical Team  February 2012 – Present  Philippine Red Cross  July 2010 – 2011  Education  Arellano University – Pasig City **(**March 2009**)**  Bachelor of Science in Nursing  La Immaculada Concepcion School **(**2004**)**  Secondary  Rosario Elementary School **(**2000**)**  Primary  Personal Information  Date of Birth : November 25, 1987  Place of Birth : Philippines  Religion : Roman Catholic  Civil Status : Single  **Job Seeker First Name / CV No: 1718922**  [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif |