**WHETNEY SCARLIT ROSE SABSAL**

**CAREER OBJECTIVE**

To secure a cooperative education in the field of nursing or any that will

Challenge and strengthen my learning's and professional skills.

To work with sincerity and dedication to the best of my ability with the objective of contributing to the organization as well as enhancing my own personal growth and assure to give a professional environment to my colleague.

To obtain a determined approach in coping with and prioritizing large workloads while meeting strict deadlines and the ability to operate virtually in any customer service position

**WORKING EXPERIENCE**

**Medical Secretary/ Insurance Coordinator**

**Hellenic Dental Clinic**

**Al Wasl Rroad, Jumeirah 1, Dubai**

**August 08, 2015- August 2016**

Represents physicians by screening incoming telephone calls; recording and transmitting messages; scheduling, receiving, and announcing scheduled patients and visitors; screening unscheduled patients and visitors

Ensures physician productivity by maintaining calendars; scheduling patient appointments; physician consultations; professional meetings, conferences; teleconferences, and travel.

Generates revenues by completing direct patient and third-party billing; monitoring accounts receivables; initiating collection calls and reminders.

Maintains office supplies inventory by checking stock; anticipating needs; placing and expediting orders; verifying receipt.

Keeps office equipment operating by following operating instructions; troubleshooting, calling for repair

Confirm insurance coverage with insurance companies by diagnostic and procedural codes and procedures and verify insurance information.

Perform data entry and filing to record patient and insurance data- approval and e-claims.

**MARKET RESEARCH INTERVIEWER**

**Survey Sampling International**

**Davao City, Philippines**

**March 2013- February 2015**

Measure Customer Satisfaction-survey Verify Brand Awareness

Measure Brand Loyalty

Reach Full Marketplace Potential

Learn Purchasing Wants, Needs and Patterns Confirm Viability of New Products

**MEDICAL TRANCRIPTIONIST/BUSINESS TRANSCRIPTIONIST**

**Paramedix incorporated**

**Cagayan De Oro, Philippines**

**March 2011-September 2012**

Knowledge of medical terminology.

Above-average spelling, grammar, communication and memory skills. Ability to sort, checks, count, and verify numbers with accuracy.

Skill in the use and operation of basic office equipment/computer Ability to follow verbal and written instructions.

Records maintenance skills or ability.

Above-average to excellent typing skills.

**SECRETARY**

**Perla Insurance Company**

**Valencia City, Philippines**

**September 2010- January 2011**

Word processing- MS office, MS excel, MS PowerPoint. Copy typing- preparing proposals for client

Letter writing

Dealing with telephone and email enquiries Creating and maintaining filing systems

Scheduling and attending meetings

**KEY SKILLS**

* Code of ethics
* Self-awareness principle
* Effective Communication and Written Skills English
* Access to database MSWord, Excel, PowerPoint
* Self-management Skills self-monitoring, patient, diligent, honest, persevering

**EDUCATIONAL BACKGROUND**

**TERTIARY: CAPITOL UNIVERSITY**

Cagayan De Oro City, Philippines

**BACHELOR OF SCIENCE IN NURSING**

June 2005-2010

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 30 August 1989 |
| Sex | : | Female |
| Status | : | Single |
| Religion | : | Roman Catholic |
| Citizenship | : | Filipino |
| **Job Seeker First Name / CV No: 1838634**  [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)  New_logo.gif |  |  |
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