

**MARIA**

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**Objective:** Seeking a challenging position as a Receptionist/ Secretary where my practical and professional knowledge will be fully utilized.

**Summary of Skills:**

* Strong ability to effectively manage multiple complex tasks simultaneously and coordinate time effectively.
* Outstanding interpersonal, client service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
* Communicate effectively with staff/boss– Effective verbal/written communication skills.
* Computer Proficiency: In depth knowledge of Microsoft Office software
* Ability to learn new software applications.
* Customer-service orientation

**Work Experience:**

***Receptionist cum Insurance Coordinator***

Bin Arab Dental Center

Dubai,UAE

Present

* Answering telephone calls and dealing with face to face enquiries
* Can use Microsoft Office Word, Excel, PowerPoint confidently
* Politely greeting clients and visitors to the center
* Scheduling appointments, Fixing meetings
* Understand Insurances Packages, submit approvals for Insurance and Submit to Eclaims
* Knowledgeable in using electronic system for all insurance enquiries, approval and remittance
* Maintaining and keeping of all client records
* Collects and record client’s payments
* Handling fax, internet and e-mail messages

***Administrative Assistant cum Receptionist***

Child and Adolescent Neuro-Developmental Center

Davao City, Philippines

January 2014 – January 2016

* Greeted and answered client’s inquiries.
* Carrying administrative duties such as filing, typing, copying, scanning etc
* Assisted in preparing associated reports and provided support in facilitating meetings and scheduling
* Handled a tasks of gathering data, compiling information into computer to maintain accurate records and preparing reports
* Responsible for updating client records and charts
* Maintained and ordered inventories supplies to support clinical operations
* Handled telephone calls and scheduled appointments with clients
* Responsible in keeping financial records safely
* Organizing travel arrangements for senior managers
* Writing letters and emails on behalf of other staff
* Handling sensitive information in a confidential manner.
* Taking accurate minutes of meetings

**EDUCATIONAL BACKGROUND:**

***Tertiary Education***

Bachelor of Science in Nursing

University of Mindanao

Tagum City, Philippines

2011-2012

Awards: Best in Community Health Nursing

Best in Case Presentation

**PERSONAL DATA**

Nationality: Filipino

Civil Status: Single

Birth place: Tagum City, Philippines

Birth date: July 12 1992

I Hereby Certify that all information indicated are true and correct to the best of my knowledge.