****

**LEA**

**Date of Birth:** August 3, 1981

**Citizenship:** Filipino

**Email Address :** [**LEA.333079@2freemail.com**](mailto:LEA.333079@2freemail.com)

**Visa Status:** Visit Visa

**CAREER OBJECTIVE:**

To seek new challenging assignment and responsibility, with an opportunity for growth

and career as successful achievements as well as self development and to excel in my field, to

obtain a position and responsibilities that utilizes my skills and experience, hence enhancing

my skill and knowledge and ready to learn new things.

**WORK EXPERIENCE: Medical Receptionist**

**June 2015-Oct. 2016** Ibnsina Lab Sharjah

* Answers incoming calls and queries
* Register out patients and samples from clinic
* Relay reports to the doctors
* Performing laboratories work
* Collecting blood from patient
* Maintain the reception in waiting area in an orderly state at all times
* Handling daily cash tally for clinics and outpatient payments

**WORK EXPERIENCE: Accounts Assistant/Administrative Assistant**

**May 2013-May 2015** Probikes Motorcycle Center-Philippines

* Answers incoming calls and queries
* Performs administrative and clerical works
* Assists the branch manager with all the stock taking, guest complaints and sales
* Handles the daily cash budget and performs cashiering duties
* Ensures payments from customers are collected promptly and as due comes
* Prepares daily weekly and monthly collection reports
* Makes and arranges collection schedules

**Jan 2010-Jan 2012** **Med Tech Assistant**

Ligao Clinical Laboratory-Philippines

* Help assist the medtech in laboratories work
* Performs the blood test of the patients
* Relay results to the doctors
* Handling cash for outpatient payments

**Jan 2007-Dec 2009** **Administrative Clerk**

Ligao Community College-Philippines

* Answers all incoming calls and queries reservation and queries of students, parents visitors, etc
* Performs administrative and clerical activities
* Assists the manager for maintaining records of activities

within the department

**Jan 2006-June 2006**  **Administrative Clerk**

Boy Scout of the Philippines-Philippines

* Answers telephone calls and queries
* Performs administrative and clerical activities
* Assists the Manager for maintaining records of activities within the department

**EDUCATION**

**June 1999-December 2005** Bachelor of Science in Medical Technology

Ago Medical EducationalCenter- Philippines

**June 1995-March 1999** Secondary Education

St. Mary’s Academy-Ligao City-Philippines

**SKILLS /ABILITIES**

**Computer/System Skills** Proficient in Microsoft packages such as Microsoft Word, Excel, Powerpoint Outlook

**Typing Skills** 55 Words per minute

**Language Skills** Fluent in Oral and Written English

Fluent in Oral and Written Tagalog