#### diana (5)DIANA

#### [DIANA.334613@2freemail.com](mailto:DIANA.334613@2freemail.com)

**Advocacy:**

*“Transcending development barriers through information-education.”*

A dedicated customer relations individual with extensive experience as Patient Administrator in Al Noor Hospital Abu Dhabi; dynamic in terms of work production, being able to easily adopt to situations. Highly motivated to demonstrate excellent work despite stiff deadlines; and understands business and marketing strategies, being a former bank teller in BDO Philippines.

**CAREER OBJECTIVE: Excellent job performance, quality work time and productive endeavors – these distinguish me in helping my employer-company meet its goals and be most successful in the world market.**

CAREER SUMMARY:

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| **EDUCATIONAL ATTAINTMENT** |

# **Baccalaureate:** BACHELOR OF BUSINESS ADMINISTRATION,

# MAJOR IN BUSINESS MANAGEMENT

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| **QUALIFICATION** |

Possesses strong command of the English language, effective writing and teaching skills and demonstrates good judgment; a deep understanding of work ethics and a thorough knowledge of basic computer programs, social media concept, including making presentations in various platforms.

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| **EDUCATIONAL BACKGROUND** |

Bachelor of Science in Business Administration

Major in Business Management

*University of the Assumption,*

*San Fernando Pampanga, Philippines*

2004-2008

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| **PERSONAL INFORMATION** |

Date of Birth: October 1, 1987

Nationality: Filipino

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| **EMPLOYMENT HISTORY** |

**FINANCIAL ADVISOR**

*PHILAMLIFE (Philippine American Life and General Insurance Company)*

*San Fernando, Pampanga, Philippines*

May 2016-December 2016

Job Description:

* Involves working with clients to understand their short and long-term goals, overall lifestyle and level of risk tolerance, in order to provide tailored advice and develop effective financial plans to meet their financial objectives.

**PATIENT ADMINISTRATOR**

*AL NOOR HOSPITAL, Khalifa Street*

*Abu Dhabi, UAE*

July 2010- November 2015

Duties and Responsibilities:

* Collect patient information/data needed;
* Patient billing, some bookkeeping and other associated administrative tasks;
* Computer work, including familiarity with hospital computer system;
* Processes involving paperwork associated with the patient treatment;
* Communication with patients;
* Dealing with emergencies;
* Dealing with patient complaints;
* Patient appointment system.

**BANK TELLER**

July 2008 – May 2010

*Banco de Oro, Universal Inc.*

*Makati City, Philippines*

Duties and Responsibilities:

* Handling deposits and withdrawals from customers’ accounts;
* Responsible for processing payroll checks;
* Responsible for assisting customers with any business that they might have with the bank, and those with contact with the bank’s administration;
* Assist customers with an array of monetary transactions;
* Keep a careful record of all depositors’ transactions;
* Complete a settlement sheet that tracks all the money processed for the day;
* Sometimes, take responsibility for the bank’s vault and be accountable for all the money and checks that go in and out of it during the day.

**DATA ENCODER**

*Philhealth Insurance Company,*

*Pampanga, Philippines*

July 2007 to September 2007

Duties and Responsibilities:

* Take charge of data entry and transcribing of data into another form, usually through computer programs;
* Process forms of data that clients transcribe, including handwritten documents, information of spreadsheets from another computer program, sequences of numbers, letters and symbols that build a program, or simple data like names and addresses;
* Perform some tasks that are exclusively data entry.

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| **SKILLS** |

* Excellent interpersonal and communication skills
* Strong Customer Relations skills
* Good command of English language
* Organized and able to work methodically
* Computer Proficiency (Microsoft Word, Microsoft Excel)
* Data Entry Handling
* Proper Telephone Answering
* Word Processing and Typing
* Filing Process

I truly and accurately attest that the information above, along with the data mentioned, are factual and correct to the best of my knowledge and conviction.