

**MARIDEL**

**Maridel.338798@2freemail.com**

**CAREER OBJECTIVE**

Looking forward for dynamic career in an organization where my skills and abilities are utilized for Organization as well as my professional growth.

**QUALIFICATION AND SKILLS**

* More than 8 years of experience as medical assistant / secretary and Medical Representative.
* Thrives in competitive environment by being aggressive at work.
* Ability to work in group as well as independently with minimal supervision.
* Outstanding interpersonal skills and dynamism to provide excellent customer satisfaction & obtain set goals.
* Fast learner with a desire to learn and grow.
* Efficient knowledge in the use of Microsoft Office & the Internet.

**WORK EXPERIENCE**

* **Medical Receptionist/Asst. Insurance coordinator Jan.2016 up to present**

Clinicare Samari Medical Centre (Br. Of Imara Healthcare) Ras Al Khor Industrial Area

* Getting approval for medical procedures.
* Ensuring coverage of claims, guiding staff for correct use of claim forms, approval papers.
* Greetings the patient as well the visitors.
* Explaining coverage of medical benefits to patients when required.
* Assisting invoicing department in insurance processing and billing.
* To network with insurance companies regarding eligibility, payments, approvals, reconciliation and other requirements.
* Receiving calls and ensuring satisfaction of patient/client.
* To design and implement a protocol for insurance practices.
* To maintain and update records related to pre-approvals and reconciliation.
* Performs the duly of a cashier like handling cash and settling of bills payments of patient/client.
* Recording and keeping the files,
* Dealing with referring doctors courteously and helpfully.
* **Medical Representative *June 2011 to July 2015***

Delax Pharma International Inc. Quezon City, Philippines

* Follow up orders specially for those in urgent basis
* Filing delivery notes, invoices by project
* Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.
* Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
* Giving more information about the products and their respective uses.
* Performing utmost best for the customer.
* Bringing quality and cost effective of the products.
* **Medical Assistant / Secretary *August 2008 to February 2011***

Commonwealth Hospital & Medical Center Quezon City, Philippines

* Performs the duly of an assistant during operations in ensuring satisfaction of patient/client by providing excellent service.
* Assists patient/client with their queries or inquiries.
* Performs the duly of a cashier like handling cash and settling of bills and payments of patient/client.
* Prepare / set appointments for patients.
* Receiving calls and ensuring satisfaction of patient/client.
* Recording and keeping the files.
* Answering the telephone promptly and courteously.
* Making appointments for patients following set procedure.
* Dealing with referring doctors courteously and helpfully.
* **Dental Receptionist *June 2007 to June 2008***

The Lapid Dental Center SM The block Quezon City

* Performs the duly as a secretary by assisting the doctors during operation.
* Assisting the customer/patients.
* Answering the telephone promptly and courteously.
* Recording and keeping the files.
* Prefer/set appointments for patients.
* Receiving calls and ensuring satisfaction of customer/patients.

**EDUCATIONAL ATTAINMENT**

 ***Tertiary Level*** **2002-2007** **Bachelor of Science in Nursing**

***April 03, 2007 (Date of Graduation)***

 Dr. Carlos Lanting College

 T.Sora, Quezon City, Philippines

**PERSONAL INFORMATION**

Nationality : Filipino Language : English & Tagalog

Gender : Female Height : 5’3”

Marital Status : Married Weight : 110lbs

Visa Status : Residence Visa