**Maria**

Sharjah UAE

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maria.3343189@2freemail.com

**Position Apply:** Receptionist/Billing Clerk/Office Work

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**OBJECTIVES**

 I am seeking employment with a company where I can use my talents and skills to grow and expand the company. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**PERSONAL INFORMATION**

Age : 24

 Date of Birth **:** May 16, 1992

 Gender : Female

 Civil Status : Single

 Height : 5’4”

 Weight : 56 kg.

 Nationality : Filipino

 Religion : Roman Catholic

**EDUCATIONAL ATTAINMENT**

 **Tertiary : Lyceum of the Philippines University**

Capitol Site, Batangas City

 Bachelor of Science in Computer Science

 2011- 2015

 **Secondary : Batangas National High School**

Rizal Avenue, Batangas City

 2004-2008

**Primary : Sta. Clara Elementary School**

Sta. Clara Batangas City

 1998-2004

**PROFESSIONAL EXPERIENCES**

**BILLING CLERK (JUNE 10, 2016 – DEC. 15, 2016)**

United Doctors of St. Camillus De Lellis Hospital

Diversion Road, BolbokBatangas City

**Duties and Responsibilities**

* Gathers Billing information by reviewing patient’s hospital records; checking for completeness.
* Ensures payments by verifying accuracy of data/records.
* Bills by inputting billing information to database; initiating manual/electronic transmission.
* Reviews patients bill for accuracy and completeness and obtain any missing information. Resolve discrepancies by examining and evaluating data; selecting corrective steps.
* Update job knowledge by participating in educational opportunities; reading professionals’ publications, maintaining personal networks; participating in professional organization.
* Maintains safe and clean working environmental work flow and efficiency by fostering spirit cooperation. Also coordinates properly to ensure efficient work result.
* Performs other duties as may be assigned or designated for purposes of ensuring the efficient and effective functioning and operations of the work unit.

**INFORMATION/PABX/ADMITTING STAFF (JUNE 10, 2015 – JUNE 10, 2016)**

United Doctors of St. Camillus De Lellis Hospital

Diversion Road, BolbokBatangas City

**Duties and Responsibilities**

* Operate communication systems, such as telephone, PABX/switchboard, intercom.
* Handle all directory assistance quires.
* Interrupt a busy line if there is an emergency.
* Perform receptionist functions as needed.
* Answer incoming calls, greetings callers, providing information, transferring calls and /o taking messages as necessary.
* Page individuals to inform them of telephone calls using paging and interoffice communication equipment.
* Perform other duties as assigned to the purpose of ensuring the efficient and effective function of the work unit.
* Maintains patient confidence by keeping patients record information confidential.
* Interview incoming patients or representative and enters information’s required for admissions into computer.
* Explain hospital regulations such as visiting hours, payment accounts and schedule of charges.
* Enter patient admitting information into computer routes printed copy to designated department.
* Obtain assigned patient room or ward.
* Compiles data for occupancy and census records.

**GUESS (MARCH 2010 – JANUARY 2011)**

**STOCK CLERK/SALES ASSOCIATE**

SM Batangas

**PROFESSIONAL STRENGTHS**

* Open to learn new ideas.
* Improving efficiency on assigned tasks.
* Ensure tasks are completed correctly and on time.
* Ability to work in a team.
* Self-motivated and hardworking.

**TECHNICAL PROFICIENCIES**

* Excellent in written and communication skills (English and Tagalog language)
* Knowledge in Cisco Networking
* Software Applications (Microsoft Office –Word, Power Point, Excel and Outlook)

**SEMINARS AND TRAININGS ATTENDED**

SEMINAR AND WORKSHOP ON “CUSTOMER SERVICE”

United Doctors of St. Camillus de Lellis Hospital

February 19-24, 2016

FIRE BRIGADE & SAFETY

United Doctors of St. Camillus de Lellis Hospital

August 5-10, 2016

PERSONALITY DEVELOPMENT

United Doctors of St. Camillus de Lellis Hospital

November 12, 2016