**Vernie** 

**C/o-Contact no. +971501685421**

**E-mail address:** [**vernie.344564@2freemail.com**](mailto:vernie.344564@2freemail.com)

**Objective**: to find a competitive career and growth in the company.

**Summary**: Adept in attending and resolving clients concerns on a timely manner. Able to multitask and perform things efficiently.

**EMPLOYMENT HISTORY**

* **Hinduja Global Solutions ( HGS )**

Back office of a Healthcare Industry. Employed since April of 2012 at Quezon City, Philippines

**Job description**: answers calls addressing nurses or billers questions on their claims. Process claims within the call that is within scope if not to endorse the issue to the appropriate department.

* **Global e Business Outsourcing ( GeBO )**

Non-voice account of a Business Process Outsourcing Industry. Employed since April of 2008 – March of 2012 at Quezon City, Philippines

**Job description**: Transcribe dictations of audio files paying attention to imperative details.

* **Bioessence Serenity Spa**

Health, Wellness and Beauty Industry. Employed since March of 2007 to October of 2007 at San Juan City, Philippines

**Job description**: Greeting clients. Plotting schedules of the therapist shifts. Booking and confirmations of the clients procedure. Answering phone call inquiries. Receiving and filing faxes. Filings of monthly reports. Telemarketing of new services offered.

* **Jollibee Foods Corporation**

Food and Beverage Industry. Employed since March of 2005 – August of 2005 at Quezon City, Philippines

**Job description**: Booking and confirmation of parties. Attending and arrangements of party inquiries and payments. Hosting of kiddie parties.

**Educational Background**

**-   Asian College of Science and Technology (2004 - 2006)**  
        J.P Rizal St. Aurora Blvd. Quezon City  
               Vocational Course/ Short termed course: Nursing Assistant  
**-   San Isidro National High School (2000 - 2004)**  
        C. Lawis Extension St. Brgy. San Isidro Antipolo City  
**-   Juan Sumulong Elementary School (1994 - 2000)**  
         Sumulong St. Antipolo City

**Training/Services**

**Soriano - Leyble Maternity and Medical Hospital (October of 2006 - March of 2007)**  
  
    Voluntary Nursing Assistant   - Assisting patients in the admission, taking patients information. Checking their vital signs (blood pressure, temperature, pulse rate etc.). Helping nurses attending patients needs in the ward such as monitoring intake and output, checking and adjusting IV drips.

**Personal Details**

**Date of Birth:**     November of 1987  
**Citizenship:** Filipino  
**Height:** 5'1  
**Weight:** 120 lbs.  
**Hobbies and Interest:** Watching  movies and listening to music. Drawing anime manga, rough dress sketches. Playing badminton. Interior designing,  architectures and photography. Traveling.