**JANINE**

**JANINE.352382@2freemail.com**

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**Career Objective**

Seeking a challenging work opportunity, while continuously aiming for self-improvement and performance excellence, to be able to significantly contribute to the achievement of the organization’s goals and objectives

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**Highlights of Qualifications**

* With high standards of work ethics and personal integrity
* Understands instruction with ease and carries them out effectively
* Confident self-starter, primarily interested in the achievement of tangible results and with a strong emphasis on getting things done right and quickly
* Microsoft office proficient
* Planning, documentation and record management skills
* Excellent customer service and interpersonal skills

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**Employment History**

**Belhoul Speciality Hospital**

***Billing Assistant***

June 23, 2015 – July 1, 2017

Job Profile

* Registering new patient. Doing patient admissions.
* Generating bills and collecting of payment
* Coordinating with other departments such as Insurance and Medical Department
* Taking insurance approval if necessary and confirming patients eligibility
* Doing shifting schedule as assigned, etc

**Banco De Oro Universal Bank Inc.**

***Client Service Associate (Bank Teller)***

August 16, 2013 – March 25, 2015

Job Profile

* Accept deposits, loan payments, process checking and savings account withdrawals
* Maintains the highest level of confidentiality with all information obtained.
* Promotes the bank’s products and services.
* Answer telephone and customer inquiries.
* Represent the Bank in a manner that maintains and expands positive relations with all customers, potential customers and co-workers.
* Perform as a team member in allocating and coordinating the work flow.
* Contribute to the fulfillment of department and company objectives and goals.
* Comply with all company policies, procedures and regulations.

**BDO Private Bank Inc – Wealth Advisory and Trust Group**

***Office Clerk***

January 21, 2013- July 5, 2013

Job Profile

* Collate all documents needed for audit presentation
* Response on audit issues and findings
* Review accounts of the client as well as submitted required documents
* Checking the completeness of the submitted required documents and Account Information Sheet and to encode them properly in the system
* Sending of provincial account statements and documents to a specific account holder ensuring confidentiality of the client.
* Other duties as assigned

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**Educational Attainment**

**Lyceum of the Philippines University- Cavite**

Bachelor of Science in Business Administration

Major in ***Operations Management***; 2008 – 2012

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**Seminars and Training Qualifications**

**Counterfeit Detection and Check Verification Seminar**

By: BangkoSentral ng Pilipinas – East Avenue Quezon City; September 27, 2013

**Signature Verfication Seminar**

By: Mr. Jesus M. Belanio – BDO Karrivin Plaza; September 5, 2013

**ID Detection and Fraudelent Check Verification Seminar**

By: Mr Jefferson Devilleres – BDO Karrivin Plaza; August 27, 2013

**Basic Cash Handling**

By: Ms. Ana Roces – BDO Karrivin Plaza; August 22,2013

**Understanding Customer’s Needs & Expectations / Customer Service Orientation**

By: Ms. Ma Lourdes Zamudio – BDO Karrivin Plaza; August 16, 2013

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**Personal Information**

Date of Birth: April 26, 1992

Place of Birth: Makati City, Philippines

Citizenship: Filipino

Gender: Female

Civil Status: Single

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