**Paksa**

ADMINISTRATIVE SECRETARY / MEDICAL SECRETARY

Paksa.357534@2freemail.com

**PERSONAL SUMMARY**

A competent administrator able to provide a general and medical secretarial service and deliver exceptional customer service in a busy office environment.Having outstanding secretarial skills and the ability to remain organized whilst working under pressure. Possessing a natural ability to put people at ease, work as part of a team and also keep track of a doctor's busy diary.Can deal confidently with hospital consultants and other senior medical staff whilst managing important administrative and secretarial tasks.Currently looking for suitable secretarial position with a progressive employer.

**ACADEMIC QUALIFICATION**

**Bachelor at AMA Computer College – 2002-2005**

**WORK EXPERIENCE**

**King Abdullaha Bin Abdulaziz University Hospital – Princess NouraBintAbdulrahman University – Airport Road, Riyadh K.S.A**

**MEDICAL SECRETARY - Decemeber 2015 –Nov 2016 (2-years Total)**

**MEDICAL CREDENTIALING OFFICE for Physician and Non-Physician**

**KAAUH.Medical Affairs**

**King Fahad Medical City – Riyadh K.S.A – (6-Years Total)**

**MEDICAL SECRETARY - October 2007 – August 2014**

**HEALTH PROFESSIONALS CREDENTIALING OFFICE for Physician and Non-Physician**

**King Fahad Medical City**

 **Riyadh Kingdom of Saudi Arabia**

October 22, 2008 to Aug 10, 2014

**JOB DESCRIPTION**

In Credentialing it maintains regular cooperation and compliance with all regulatory, accrediting, and membership-based organizations. They create and carry out various credentialing processes in relation to physicians, medical assistants, and various other healthcare professionals. They ensure that all personnel and services adhere to facility and staff policies, department guidelines, and regulations.

Credentialing focus generally process applications and reappointment paperwork, checking for full completeness and accuracy. They constantly collect and process significant amounts of verification and accreditation information, and thus must constantly maintain and update accurate databases for both practitioners and facilities. These databases include pertinent education, training, experience, and licensure content. Credentialing specialists must prepare their own records for regular auditing, as well as maintain close communication with all appropriate practitioners to ensure that records are up-to-date and consistent.

**GRAPHIC DESIGN**

**SN Printers**

**G/F Amils Tower Pilarstreet, Zamboanga City**

 March 21, 2004 to May 20 2005

**JOB DESCRIPTION**

Graphic design specialists help clients communicate an appealing image through digital, electronic and print media. They may design logos, brochures, signs, movie credits and web site graphics.

Designers often work for advertising, marketing and media management firms. They assess client problems and design graphic solutions to aid product branding and sales. They must be culturally sensitive in order to create images that are favorably received by consumers.

**DATA ENCODER**

**Chrisshell General Merchant and Services**

**El Sur Realty Bldg. Mayor Jaldonst.**

**CanelarZamboanga City**

 **September 12 2005 to November 03, 2006**

**JOB DESCRIPTION**

Data entry specialists are a type of information processing worker who input data into computers and may also begin processing or organizing it. Large corporations, small business, specialized firms, non-profits and government agencies all employ data entry specialists. Common duties of data entry specialists include keying in text and figures, doing basic data manipulation, operating various office machines and other duties as assigned. Some data entry specialists may be able to find off-site positions that allow them to work from home.

**EDUCATIONAL ATTAINMENT**

**College :** 2002-2005

 AMA Computer University

 Zamboanga City Branch

Graduated as **Bachelor of Science in Information Technology** Major in Web Designing

**High School/Secondary :** 1998-2002

 Western Mindanao State University High School

 Normal Road San Jose, Zamboanga City

**TRAINING**

Router Configuration in AMA Computer University Z.C

 Wide Area Network February 13, 2005

WIFI ConfigurationZIMNET Internet Provider August 15-17, 2004

IT Enhancement STI Computer College Z.C May 21, 2005

Medical Transcriptionist NURSECARE CiudadNovember 2005-

Medical Center April 2006

On-Job-Training Globe Telecom Z.C December 2004- January 2005

Microsoft Access 2010 DMOKreative Company Mar. 18 2014 – April 17,2014

**PERSONAL DETAILS**

**Age :** 31 years-old

**Date of Birth :** October 16, 1985

**Gender :** Female

**Nationality :** Filipino

**Religion :** Islam

**Marital status :** Single

**SKILLS**

* Microsoft Office Expert
* Medical Transcription
* Web Designing
* Corel Draw
* Dreamweaver Application
* Adobe Acrobat

**CHARACTER REFFERENCES**

Available on Request