**MARIVIC.359044@2freemail.com**

**MARIVIC**

**CAREER OBJECTIVE:** Secure a position specifically in HR and Administration Department with a successful, growing company where I can improve my skills in aligning positive change with overall organizational activities

**EXPERIENCE:**

 Company: ACCENTURE INC.

 January 27, 2014- March 2, 2017

 Data Analyst – Business Process Outsourcing Healthcare Experience

* Familiar with ICD9/ ICD 10, Medical Billing, Hospital Records
* Process U.S. based Medical insurance by means of performing data entry and researching various systems and tracking tools.
* Responds to complainants’ problems on behalf of the Project’s Client through e-mail and assist to identify, assess and resolve issues/problems.
* Assess and resolve non-standard and standard issues or problems. Seek advice and escalate issues when faced with tasks/problems outside the scope of the work.
* Responsibly monitored Team Production and Quality.
* Managed extraction and reported WL inventory with the use of basic excel functions including pivot tables and V-lookup.
* Responsible for day to day transaction processing relevant to client claim information, ensuring accurate data files to identify to generate appropriate reviews in resolving client issues and to avoid potential data inaccuracies.

**SKILLS:**

* Basic computer skills in Microsoft Word, Microsoft Excel, Microsoft PowerPoint , Microsoft Outlook and Internet Search
* Able to adapt to any new organizational policy and procedure functionally
* Language: English and Filipino

**EDUCATION:**

**Tertiary**  Manuel S. Enverga University Foundation Candelaria Inc. Bachelor of Science in Business Administration Major in Human Resource Development Management Candelaria, Quezon 2010- 2013

 Manuel S. Enverga University Foundation Candelaria Inc. Bachelor of Science in Accontancy

Candelaria, Quezon

2009-2010

**Secondary** Tayabas Western Academy Candelaria, Quezon 2004-2008

**Elementary**  Bukal Sur Elementary School Candelaria, Quezon 1998-2004

**ACHIEVEMENTS AND AFFILIATIONS:**

**YEAR 2015 Quarter 3**

* A-List Awardee- Consistent Top performers in Claims First Touch for FY15 Q3

**YEAR 2012-2013**

* Council of Business Students- Member
* Junior Executives’ Association- Candelaria- Assistant Treasurer
* Recipient of Excellence in Business Research- ( Commencement Exercises )

**YEAR 2011-2012**

* Dean’s Lister for one semester
* Council of Business Students- Member

**SEMINARS ATTENDED:**

* **Trending Retailing**

Batangas Provincial Complex

Bolboc, Batangas City

Sept. 7, 2012

* **Students Business Summit: e- business: Changing the Industry Landscape**

City College of Tagaytay

August 26, 2011

**PERSONAL INFORMATION**

**Birth Date :** August 08, 1992

**Height :** 5’1”

**Civil Status :** Single

**Visa Status :** Tourist Visa

**Sex :** Female

**Religion :** Roman Catholic

**Occupation :** Retired Fireman

**Occupation**  : Housewife

I hereby certify that the above information are true and correct to the best of my knowledge and belief.