**CECILE**

Dubai UAE

E-mail Address : cecile.362637@2freemail.com

**QUALIFICATIONS**

* Can perform Basic Accounting & Non-Accounting tasks depending on the company’s demand.
* Excellent in Microsoft Office (Excel, Word, Publisher, PowerPoint)

**CAREER OBJECTIVES**

* To secure a position that can fully utilize my potentials and skills for the company’s benefit.

**WORKING ATTITUDE**

* Hardworking, able to work in a variety of environments, have an ability to work for long periods of time
* Willing to undergo trainings and seminars
* Able to communicate with different people efficiently and effectively
* Output oriented person
* Flexible and can execute all-around tasks.

**WORKING EXPERIENCES**

**DOMINICAN HOSPITAL,INC.**

**Job Description/Role :**Administrative Secretary / Payroll In-Charge**/** Philhealth Claims

February 2016 to January 2017

* Assist the Hospital Administrator on making Doctor’s Contract, Employee’s Appointment and other Hospital Affiliations/Accreditations and Contracts
* In-charge of Employee’s 201 Files
* Taking Minutes during Management Council Meetings
* Attend to DOH - Department of Health Personnel & Philhealth during Annual Monitoring and Inspection.
* In-charge of Hospital Accreditation and Processing of Business Permit
* Keeping Custody on Hospital Property and other Confidential Documents .
* Prepares Payroll of Employees & Transmit Online Remittances to the Bank and other Government Agencies.
* Receiving of Patient’s Philhealth requirements and transmit to Philhealth office for processing of payment.
* Conduct Quarterly/Annual Inventory on Hospital Properties and the like.

**ORIENT LIFE – AL FUTTAIM - Group of Companies (Dubai, UAE)**

**Job Description/Role**: Insurance Advisor

June 2015 to December 2015

* Making Sales on Insurance/Savings and Investments on behalf of the Company.

**PHILAM LIFE ASSURANCE, INC.**

**Job Description/Role :** Potention Unit Manager/Financial Advisor

August 2014- March 2015

* Making Sales on Insurance/Savings and Investment on behalf of the company.
* Recruit Financial Advisor to be part of the Team.

**DOMINICAN HOSPITAL, INC.**

**Job Description/Role**: Billing In-charge/Hospital Insurance Claims Processor

September 2012 to July 2013

* Prepare Patient’s Statement of Accounts – Hospital Bill
* Process Hospital Insurance Claims and transmit to various HMO

**AYALA PLANS, INC. / AYALA LIFE ASSURANCE, INC.**

**(A subsidiary of Bank of the Philippine Island – BPI)**

**Job Description/Role**: Regional Office Cashier / Marketing Asst. / Disbursing Officer / Customer Service Assistant - April 1996 – August 2008

* Receive cash and check payments
* Generate and pay-out of commissions and overrides of Agents.
* Keep custody of company funds and accounts.
* Check, control, monitor and follow up cash advances.
* Hospital Claims - Check Disbursement / Customer Service Assistant

**EMCOR, INCORPORATED**

***Job Description/Role***: Sales Representative

March 1995 to April 1996

* Selling / Facilitates the processing of credit applications on Appliances and Motorcycles
* Make Reports – Daily / Monthly Sales Reports

**SKILLS AND PROFECIENCY**

* Salesmanship Skill
* Good Typing and Clerical Skills.
* Excellent Administrative, Basic Accounting and Payroll
* MS Office (Word, Excel & Power Point)

**EDUCATIONAL BACKGROUND**

**SAN PEDRO COLLEGE OF DAVAO CITY**

Bachelor of Science in **NURSING**

June 1989 – March 1990

**COR JESU COLLEGE**

Bachelor of Science in **BUSINESS ADMINISTRATION**

June 1991 to March 1994

**PERSONAL DETAILS**

Date of Birth : December 30, 1971

Citizenship : Filipino

Language : English, Tagalog

Status : Married

Visa : Holding UAE Visit Visa starting from March 07, 2017 to May 05, 2017

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***I hereby certify on my honor that the statements and information in this document are true and correct in my personal qualifications and capabilities.***