

**MARIA**

[**Mariya.362862@2freemail.com**](mailto:Mariya.362862@2freemail.com)

Administrative Assistant/Executive Secretary

**CARREER/PROFESSIONAL EXPERIENCES**

# Deanship of Postgraduate Education

# KING SAUD BIN ABDULAZIZ FOR HEALTH SCIENCES

# Ministry of National Health Affairs

**Jeddah, Kingdom of Saudi Arabia**

*Function:*

*Within the mission, vision and values of the Saudi Arabian National Guard-Health Affairs to provide comprehensive secretarial and administrative support to the department, ensuring that all administrative operations are carried out in accordance with departmental policies and procedures.*

*Duties & Responsibilities:*

* Perform duties in compliance with University policies and safety standards
* Act as the primary contact for those seeking to make appointments and maintain diary
* Liaise with departmental personnel, hospital administrators and other organization, to facilitate communication and appropriate action on behalf of the department
* Manage routine inquires and refer those that are appropriate to person responsible as required
* Formulate a variety of correspondence including that of a sensitive nature, transcribe correspondence minutes of meeting, committee formation orders and assure distribution of as required
* Establish and maintain database and filing system both electronic and hard copy
* Maintain committee files as required
* Track and review business resulting from committee minutes and submits for further review and action, where appropriate
* Develop meeting agenda and prepare meeting information packages, record and transcribe minutes, compose memorandum for all related actions, and track follow-up issues to completion
* Liaise with local organizations regarding academic and professional activities. Attend to details related to these activities
* Ensure quantities of office supplies are maintained
* Provide holiday coverage as appropriate
* Delegate and prioritize workflow and supervise lower reports
* Maintain confidentiality at all times
* Receive, screen, register, distribute and prioritize all incoming mails, electronic and hard copy
* Ensure the logistical arrangements are made for meetings, site visits, etc.
* Prepare reports, and manage special projects as assigned
* Demonstrate initiative in the performance of duties, requiring a minimum of supervision, perform other job related duties, as assigned

**Professional Summary**

* *More than 22 years of experience in performing general office and responsibilities and procedures.*
* *Knowledge and ethics of practices for office administration and organization.*
* *Thorough understanding of the necessary principles of bookkeeping, recordkeeping, copying, faxing, mailing and filing.*
* *Demonstrated ability to process received and outgoing mail manually and electronically*
* *Profound ability to work effectively either alone or as part of a team.*
* *Excellent Communication Skills*
* *Technical – MS office suite, Accounting software, Internet and email.*
* *Can handle payroll system.*
* *Ability to process administrative task in minimal supervision*
* *Flexible and able to work under pressure, deliver work on time.*

# *ADMINISTRATIVE ASSISTANT 1*

*March 29, 2015 to March 28, 2016*

**CARREER/PROFESSIONAL EXPERIENCES**

# *ADMINISTRATIVE ASSISTANT/*

***MEDICAL SECRETARY***

*December 23, 2007 to*

*December 31, 2013*

*Duties & Responsibilities:*

As Quality Administrative Assistant/Secretary – in-charge of all clerical works in the department, responsible of outgoing and incoming memos. Coordinates with all departments and ensure confidentiality of department in all aspects. Plays a big role in the hospital accreditation for CBAHI. Taking minutes of the meeting for some Committees assigned. Prepares monthly, quarterly and annual reports. Coordinates and organized courses for quality management workshops and training. Responsible for making and designing certificates for the programs conducted in quality department. Filing of all necessary documents related to our work. Handles the requisition of supplies, according to the needs of the department. Other assigned administrative tasks given from time to time.

As OR Secretary – responsible for recording of all patients scheduled for operation daily, encoding of respective operation codes as given by respective surgeons. Encoding and printing of operative notes in the oracle computerized hospital system. In charges of sending all specimen for histopath and ensures that it was completely encoded in the computer. Preparing daily OR schedule of operation and submitted to Medical Director.

As Nursing Department Secretary – responsible for the daily, monthly, and annual census of In-patient and Out-patient departments. Weekly encoding of nursing staff schedule in the computer system. Preparing outgoing memos. Coordinating with all the charge nurses with regards to their respective area reports.

As General Ward Secretary – responsible of all in-patient files, requesting new and old files of the patient admitted in the ward, from the file section. Arranging each file, upon discharge of patient. Handles patient credit approval and follow-up upon admission of patient. Encodes physician order, nurse’s notes and discharge summary of all in-patients, in the hospital computer system. Responsible of sending x-ray films and results of laboratory investigations all discharge patients to the file section. Help nurses in encoding laboratory and diagnostic investigations, and also medicines of all admitted patients in the ward. Ensures that all patient files will be returned on time at the file section.

As Emergency Room Secretary – responsible of encoding all the laboratory and diagnostic investigations of outpatients, as well as procedures done in ER department, also encoding of doctors and nurses notes of each patient on daily basis. Assists ER charge nurse in completing credit consultation approvals of the insurance company, for submission to accounting department for billing purposes. Responsible of making admission files for the department. Prepare minutes of meeting of ER department, and other typing matters given by ER doctors. Assist ER chief in encoding and printing the ER standards for the quality management requirements.

**ABHA PRIVATE HOSPITAL**

**P.O. 1794**

**Abha, Kingdom of Saudi Arabia**

***ACCOUNTING/ADMIN. SUPERVISOR***

*February 1, 1999 to March 15, 2006*

*Duties and Responsibilities*:

Perform all accounting functions including preparation of payroll and maintenance of General Ledger, Company Financial Reports, and International Reports. Reconcile monthly bank statements, petty cash funds and cash on hand accounts, review invoices for payables and prepare check vouchers. Supervise staff and review the weekly and monthly reports that they do, like billing statements and accounts payable. Prepares the estimated budget for the annual operating expenses. Process government licenses. Counter check Sales Invoices. Evaluate procedures and policies to ensure compliance with the company requirements. Deals with the government agencies such as BIR, SSS, Pag-ibig, BID, EPZA, SEC, Customs and other offices that the company requires to deal with. Able to incorporate new companies, and its preparations of documentation in different government establishments.

**KSN AIR & SEA FREIGHT CO. INC.**

**113 Sky Freight Bldg., NAIA Ave.**

**Paranaque City**

**CARREER/PROFESSIONAL EXPERIENCES**

*Duties and Responsibilities*:

Perform all accounting functions including preparation of payroll and maintenance of General Ledger, Company Financial Reports, and International Reports. Reconcile monthly bank statements, petty cash funds and cash on hand accounts, review invoices for payables and prepare check vouchers. Handles the recording of daily collection report and review all the billings. Responsible in preparation of the estimated annual budget of operating expenses for our branch office. Process government licenses. Counter check Marketing Sales and Services Department weekly and monthly reports. Evaluate procedures and policies to ensure compliance with the company requirements.

***CENTER ACCOUNTANT 1 (PG 6)***

*August 3, 1995 to May 9, 1998*

**INFORMATICS COMPUTER INSTITUTE**

**MAKATI CENTER**

**2nd flr.Peninsula Court Bldg., Makati Ave.**

**cor. Paseo de Roxas, Makati City**

***EXECUTIVE SECRETARY***

***(of Travel Division Manager)***

*April 1994 to February 1995*

*Duties and Responsibilities:*

Handles Incoming and outgoing communications, International and Local. Prepares monthly minutes of meeting of Travel Division, documentation of passenger's needs for their trip, assist meetings and prepare work agendas. Handles itinerary of messengers to various airlines, private firms and offices. Handles booking of International flights of personnel availing in-house benefits from airlines. Prepares requisition to various airlines for ticketing of passengers. Knowledge in using Abacus Systems in booking reservations.

**BARON TRAVEL CORPORATION**

**L/G flr.Cityland Tower 2**

**De la Costa St. cor. Valero St.**

**Salcedo Village, Makati City**

***ADMINISTRATIVE ASSISTANT (Level 3*)**

*February 1994 to April 1994*

*Duties and Responsibilities:*

Handles issuance of Office and Maintenance supplies for all departments of the company. Prepares purchase requisition order of Office & maintenance supplies. Handles inventory of maintenance & office supplies every month. Prepares Gate Pass of all Incoming and Outgoing Equipment of the Company. Does other clerical works, prepares contract of lease for the tenants. Direct contractors on repairs of what are demands and specifications on jobs of facility upgrading. Observe Security Services on manner of behaviors within the company premises and direct them on their obligations. Conduct an audit report on fixed assets of the company from each department.

**CHEMICAL INDUSTRIES OF THE PHILIPPINES**

**Chemphil Bldg., Arnaiz Avenue**

**City of Makati**

**PCIBANK**

**PCIBank Bicol Area Office**

**Peñafrancia Naga Br.**

**Naga City**

*July 1989 to July 1993*

*Duties and Responsibilities:*

*NEW ACCOUNTS CLERK/CRA (Cash Department)*

Assist clients in opening an account. Handle Foreign & Domestic remittances, Incoming and Outgoing Telegraphic Transfer, requisition of commercial and personal checkbooks, filing of clients signature card. Prepares monthly statement of account for clients distribution both Savings and Currents Account, prepares petty cash vouchers and Managers checks.

*DISTRIBUTING CLERK (Accounting Department)*

Handles inward & outward clearing checks for Central Bank clearing, prepares Inter Office Accounting tickets for foreign checks for clearing. Ensure all the Tellers transactions for the day are balanced for inward & outward clearing checks & also cash in & cash out.

*TELLER (Cash Department)*

Receives daily deposits & process cash withdrawals of clients, prepares daily reports of cash department. Encode client’s transactions over the counter and assist clients in terms of deposits and other transactions

*BOOKKEEPER SA/CA (Accounting Department*)

Handles all the accounts in terms of verification of balances. Prepares monthly reports for submission to Head Office. Balances tellers, Distributing clerk, New Accounts daily transactions, process Incoming clearing checks from Central Bank. Assist client account with DAIF/DAUD and generates daily reports for accounting consolidation.

*SECRETARY/ADMINISTRATIVE ASSISTANT (Bicol Area Office)*

Prepares Area memo for all Bicol branches, take up minutes of Managers meeting, does clerical & filing of memos for the Area Office, does messages to all personnel and clients of the Bank for the purpose of Information on such transactions and new deal of services. Makes monthly, quarterly and annual reports of all branches with in the Area.

**SOFTWARE KNOWLEDGE**

**PERSONAL SKILLS**

COMMUNICATION ------------------ **\*\*\*\*\*\*\*\*\*\***

TEAM PLAYER -------------------------- **\*\*\*\*\*\*\*\*\*\***

CREATIVITY ----------------------------- **\*\*\*\*\*\*\*\*\*\***

LEADERSHIP ---------------------------- **\*\*\*\*\*\*\***\*\*\*

SOCIAL ----------------------------------- \*\*\*\*\*\*\*\*\*\*

DEDICATION ---------------------------- **\*\*\*\*\*\*\*\*\*\***

ORGANIZATION ------------------------ **\*\*\*\*\*\*\*\*\*\***

**EDUCATION**

COLLEGE : 1983 – 1987 Bachelor of Science in Commerce University of Saint Anthony

Major in Accounting City of Iriga

SECONDARY : 1979 – 1983 High School University of Saint Anthony

Doña Felisa Scholar City of Iriga

* With Honors

ELEMENTARY : 1973 – 1979 Primary School University of Saint Anthony

With honors from Grade 1 to 6 City of Iriga

OTHER COURSE: 1988 COBOL Programming DATAMEX COMPUTER

DBASE III Plus Morayta, Manila

1996 Microsoft Windows 3.1 INFORMATICS COMPUTER INST.

Microsoft Word 6.0

Microsoft Excel 5.0

**Makati City**

**PROFESSIONAL TRAINING & DEVELOPMENT**

**TOPIC/SUBJECT SPONSOR DATE**

New Accounts Clerk/Customer Relation Assistant Training PCIBank Academy Oct. 1989

Signature Verification Seminar I & II PCIBank Academy Jun. 1990

Counterfeit Detection Central Bank of the Phils., Naga City Aug. 1991

Positive Power Seminar I PCIBank Academy Nov. 1992

ACCPACC Programming Training Computerized Accounting System Informatics Computer Institute Apr. 1996

Value Added Tax System KSN Air & Sea Freight Co.,Inc Nov. 2002

Developing Excellent Business Communication Skills KSN Air & Sea Freight Co.,Inc. Feb. 2003

Quality Team Mini-workshop Quality Management Dept. June 2010

Abha Private Hospital , Abha, K.S.A.

Heart Savers First Aid w/ CPR & AED Abha Private Hospital Dec. 2011

Training & Admin.Dept. Abha, K.S.A

Quality Improvement and Management Course Abha Private Hospital Nov. 2012

Training & Admin.Dept. Abha, K.S.A.

Communication Skills for Health Care Professionals Abha Private Hospital Mar. 2013

Training & Admin.Dept. Abha, K.S.A.

Principles and Quality Tools Training & Admin.Dept. Abha Private Hospital, Abha, K.S.A. May 2013

Evaluating Quality Improvement & Patient Safety Project Workshop Abha Private Hospital Oct. 2013

Training & Admin.Dept. Abha, K.S.A.

MICROSOFT WORD ------------------------ **\*\*\*\*\*\*\*\*\*\***

MICROSOFT EXCEL ------------------------- **\*\*\*\*\*\*\*\*\*\***

MICROSOFT PUBLISHER ------------------ **\*\*\*\*\*\*\*\*\*\***

MICROSOFT POWERPOINT -------------- **\*\*\*\*\*\*\*\*\*\***

ADOBE PHOTOSHOP ---------------------- **\*\*\*\*\*\*\*\*\*\***

ACCPAC SOFTWARE ------------------------ **\*\*\*\*\*\*\*\*\*\***

ORACLE SYSTEM ---------------------------- **\*\*\*\*\*\*\*\*\*\***