**Hazel**

[**Hazel.364048@2freemail.com**](mailto:Hazel.364048@2freemail.com)

**OBJECTIVE:** To fulfill a position in a company where I can grow individually and professionally. A company where I can apply the knowledge and experiences I have and increase it as well, knowing before and that I will have to re attribute that knowledge with hard work. Always willing to learn, not limited in my areas of interest.

**Work Experience**

***ADMITTING CLERK / ER CLERK at THE DOCTORS HOSPITAL, B.S. AQUINO DRIVE, BACOLOD CITY, PHILIPPINES:*** *May 2011 – August 2015*

* Perform all necessary documentation as directed under relevant forms and shall be posted at the E.R. area for easy data collection from E.R. patient and for efficiency.
* Receive all verified and endorsed charts from previous shifts.
* Do coordination and provide information to patients / folks and documents to procure and other necessary guidance on patient processes.
* Records and endorses OPD charts to the Medical Records Section.
* Records and endorses HMO / Insurance and Guarantee Notes to Billing Section.
* Performs related functions that may be assigned with.
* Interviews and gathers data of patients for admission.
* Brief patients/ folks regarding hospital policy, ask for required deposit and admits patient in the hospital.
* Receives payments and issues gate pass and discharge slip after Billing hours.
* Verifies and ask approval of both inpatient and outpatient under HMO/Insurance.
* Checking /verification of financial arrangements as to cards/health insurance mode of arrangements.
* Do detail and itemized review of all entries required under all relevant forms.
* Coordinates with nurses’ stations, ward clerk, dietary section prior to room transfer and room reservations.
* Assist/ Entertains clients for any queries/complaints.

***ACCOUNTING CLERK at EDUCATIONAL CAPITAL CORPORATION, bacolod city, philippines:*** *January 2004 – May 2011*

* Maintaining records of creditor payments.
* Assisting in the day to day running of the accounts office
* Keeping records of all transactions, and are usually responsible for the preparation of accounts payable, petty cash and payroll calculation.
* Prepare bank deposits, general ledger postings and statements.
* Inform management and compile reports/summaries on activity area.

***Sales Clerk at Ladies department, robinson’s place, BACOLOD CITY, PHILIPPINES:*** *June 2002 - December 2003*

* Answering visitor inquiries about the company and its products and services.
* Directing visitors to their rooms, sorting mail, answering incoming calls on a multi-line telephones.
* Setting appointments, filling, records keeping, variety of other office tasks such as faxing.
* Cashiering duties.
* Assisting guests complains.
* Night audit if were on a graveyard shift. Preparing keycards for the next day’s arrival.

**EDUCATION**

**Tertiary:** Bachelor of Science in Commerce Major in Business Management, University of St. La Salle, Bacolod City, Philippines

Year Graduated: 2002

**Skills and Attributes**

* Has a very pleasing personality
* Excellent communication skills, fluent in English
* Determined, a fast-learner, competitive, and always willing to learn
* A diplomatic approach to dealing with difficult people
* A friendly, warm and assured personality
* Enjoyment and desire to serve and assist others
* Ability to work quickly and proactively within solutions-orientated teams
* Ability to work effectively in an assured manner, working under pressure
* Experienced Microsoft Office User (MS word, excel, power point etc.)
* Basic Computer Troubleshooting and Repair

## PERSONAL DATA

Civil Status : **Married**

Date of Birth : **07/03/1981**

Nationality : **Filipino**

Religion : **Christian**

Language (Written/Spoken) : **English and Tagalog**

Height : **5’ ft.**

Visa Status: **Husband Visa**

Dear Sir/Madam:

With an utmost desire to be a part of this respected company, I am applying for any position fitted for my qualifications.

I am Hazel, a graduate of Business Management from University of St. La Salle. I am confident that my past work exposure has equipped me with the knowledge and skills needed to be an effective and efficient personnel.

Along with the strong qualities that I possess and my dedication to work towards the attainment of your company’s goal, I am certain that I may be a good addition to your team. Should you feel that the available position in your department fit my qualifications, I can be

I will be available for an interview starting today. Attached herewith is my personal information.