

**MARIA**

**MARIA.364601@2freemail.com**

 **SUMMARY OF QUALIFICATION**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational chart.

**Highlights**

* + Managing diaries and making appointments
	+ Booking rooms and travel arrangements
	+ Drafting letters and other documents, such as PowerPoint presentations
	+ Maintaining filing systems
	+ Answering the phone and answering queries
	+ Photocopying and printing
	+ Using various computer packages – Word, Excel, PowerPoint
* **PROFESSIONAL EXPERIENCE**

**HOSPITAL CASHIER CUM SECRETARY**

**Saint John The Baptist Medical Center Inc.**

**January 2014 to January 2017**

**Calamba City, Laguna, Philippines**

* Handle payments for services rendered to patients by receiving and recording them properly
* Process transactions for hospital admissions and services and receipts
* Accurately entering daily payment activities into hospital database
* Create daily cash report
* Maintain petty cash logs, receipts and balance daily basis
* Interacting with the customers that come to the counter
* Assisted in filling out admission and insurance forms and ensured that all acquired data is correct
* Provided visitors with direction to patients room, wards and treatment rooms
* Handled telephone exchange by providing information and transferring calls
* Greeted patients, families and visitors and provided them with the information regarding the facility
* Thorough understanding of making copies of printed documents, and filing correspondences, reports and records

 Computer: Extremely proficient in Microsoft Office applications

**RECEPTIONIST**

**Grand Villa Resort and Butterfly Centre**

**November 2009- March 2013**

**Bay, Laguna, Philippines**

* + Serve visitors by greeting, welcoming, directing and announcing them appropriately
	+ Answer, screen and forward any incoming phone calls while providing basic information when needed
	+ Receive and sort daily mail/deliveries/couriers
	+ Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
	+ Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
* **SEMINARS ATTENDED**
* **APPRENTICESHIP STANDARD**

**Seminar conducted by:** Technical Education and Skills Development AuthorityCalamba City, Laguna

 **EDUCATION AND QUALIFICATION**

**College / Tertiary** **Bachelor of Science in Tourism**

2005-2009 Laguna State Polytechnic University (Los Baños Campus)

 **PERSONAL INFORMATION**

**Age: 29**

**Birth Date: July 08, 1987**

**Civil Status: Married**

**Citizenship: Filipino**

**Religion:** **Roman Catholic**

**Visa Status: Visit Visa**

I hereby certified that the above mentioned particulars are true to the best of my knowledge and belief.