

Jeramaine

Receptionist / IT

Email: jeramaine.368863@2freemail.com

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|  | Experience |  |
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| Receptionist cum SecretaryExtreme Care Polyclinic Al Rigga St. Deira, DubaiJuly 2016 – Present* Register patients, verify and update necessary information in patients’ records
* Handle the tasks of scheduling patients’ appointments and updating the schedule
* Deal with all inquiries and transactions in email, in person and on the telephone in a polite and professional manner
* Perform the tasks of updating the daily patient schedule to the physician
* Responsible for providing good customer service and maintaining patient relation
* Serve as a liaison between medical support staffs and patients
* Responsible for supplier and external laboratory transactions such as ordering medical supplies or other needs in the clinic, making calls for lab work pick up and updating deliveries
* Assist doctors in updating their requirements and registration to DHA
* Assist the manager with general HR duties such as keeping and maintaining documents of staffs and applicants, organizing Doctors’ duty schedule, timekeeping, and processing salaries through WPS
* Process patients request such as DHA sick leave and Insurance reimbursement forms
* Maintain social media accounts, create online ads for both Facebook and Instagram, fliers or any material for advertising
* Perform troubleshooting and maintenance of clinic laptops and printers
* Responsible for providing administrative support to all parts of the business
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| Insurance Adviser • Insurance Exam PasserManulife Philippines Davao City, Davao del Sur, Philippines | Account Executive (Trainee)VXI Global Holdings B.VDavao City, Davao del Sur, Philippines |
| IT StaffStellar 818 HoldingsMakati City, Metro Manila, Philippines | Technical Support StaffTarsier FX LimitedMakati City, Metro Manila, Philippines |

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|  | Personal Information |  |
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| Nationality : Filipino (Philippines)Date of Birth : May 25, 1992Age : 24Place of Birth : Quezon City, PhilippinesCivil Status : SingleLanguages : English, Filipino |

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|  | Education |  |
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| Bachelor of Science in Computer EngineeringPolytechnic University of the PhilippinesSta. Mesa, Manila2014 |

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|  | Technical Skills |  |
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| * Microsoft Office Applications such as Word, Excel, Powerpoint
* Windows Operating System administration and installation
* Operating Systems: Macintosh, Windows
* Laptop/PC/Printer Troubleshooting and Maintenance
* Adobe Photoshop
* Experience in Programming languages such as Java, Visual Basic, ASP.NET
* CSS and HTML
* SQL Server and MySQL
* Knowledge in using Google App Engine
* Content Management Systems such as Wordpress
* Facebook and Instagram marketing
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|  | Key Skills |  |
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| * + Trustworthiness & Ethics
	+ Teamwork
	+ Customer service
	+ Ability to take the initiative
 | * + Professionalism
	+ Communication
	+ Self motivation
	+ Technical skills
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