

Jeramaine

Receptionist / IT

Email: [jeramaine.368863@2freemail.com](mailto:jeramaine.368863@2freemail.com)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Experience | |  |
|  |  |
| Receptionist cum Secretary  Extreme Care Polyclinic Al Rigga St. Deira, Dubai  July 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 | | | |
| Insurance Adviser • Insurance Exam Passer  Manulife Philippines  Davao City, Davao del Sur, Philippines | | Account Executive (Trainee)  VXI Global Holdings B.V  Davao City, Davao del Sur, Philippines | |
| IT Staff  Stellar 818 Holdings  Makati City, Metro Manila, Philippines | | Technical Support Staff  Tarsier FX Limited  Makati City, Metro Manila, Philippines | |

|  |  |  |
| --- | --- | --- |
|  | Personal Information |  |
|  |  |
| Nationality : Filipino (Philippines)  Date of Birth : May 25, 1992  Age : 24  Place of Birth : Quezon City, Philippines  Civil Status : Single  Languages : English, Filipino | | |

|  |  |  |
| --- | --- | --- |
|  | Education |  |
|  |  |
| Bachelor of Science in Computer Engineering  Polytechnic University of the Philippines  Sta. Mesa, Manila  2014 | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Technical Skills | |  |
|  |  |
| * 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 | | | |
|  | Key Skills | |  |
|  |  |
| * + Trustworthiness & Ethics   + Teamwork   + Customer service   + Ability to take the initiative | | * + Professionalism   + Communication   + Self motivation   + Technical skills | |