**Claire**

[**Claire.372996@2freegmail.com**](mailto:Claire.372996@2freegmail.com)

**POSITION DESIRED:**

Any position fitted to my qualification.

**OBJECTIVE:**

To obtain a position where I can maximize my full potential and better improve my skills and capabilities and be a more valuable contributor in the company.

**PROFESSIONAL WORK EXPERIENCE**

**RECEPTIONIST cum SECRETARY - Aztech International LLC, DUBAI UAE**

January 2016 – April 2017

* Handling in-coming, outgoing calls, and email inquiries.
* Creating and maintaining filing systems, keeping diaries, arranging meetings and appointments
* Filing everyday sales of the company (Sales Men and Promoters)
* Receiving collection payments of the Sales Men and Promoters.
* Organizing travel for staff of the company.

**BILLING REPRESENTATIVE – UnitedHealth Group Inc., Philippines**

February 2015 – September 2015

* Interact with customers gathering support data to ensure invoice accuracy and also work through specific billing discrepancies.
* Provide input to policies, systems, methods, and procedures for the effective management and control of the premium billing function.
* Educate customers regarding the availability of receiving invoices and remitting payments through online applications.
* Monitor outstanding balances and take appropriate actions to ensure clients pay as billed.
* Manage the preparation of invoices and complete reconciliation of billing with accounts receivables.
* May also include quality assurance and audit of billing activities.

**SENIOR BENEFIT INSTALLATION ANALYST** – **UnitedHealth Group Inc., Philippines**

April 2012 – February 2015

* Ensure that employee benefits of certain groups or employers are correctly installed.
* Aids in benefit installation through TOPS (The Online Processing System) to promote auto adjudication of hospital claims.
* To ensure that benefits of the clients are ready at a given date.

**CLAIMS ANALYST** - **Accenture Delivery Center in the Philippines**

December 2009 – April 2012

* Perform accurate data analysis with respect to customer requests.
* Ensure client information privacy.
* Generates daily team reports and performance records.
* Responds in real time to emails and requests of our on-shore partners.
* Contributes ideas that will enhance productivity and efficiency for the company.

**EDUCATIONAL ATTAINMENT:**

**Bachelor’s Degree in Bachelor of Science in Agricultural Engineering**

2004-2009 Bicol University

**COMPETENCIES**

* Proficiency in Microsoft Office Package (word, excel, etc)
* Strong management skills

**CHARACTER REFERENCE:**

Available upon request.

I hereby certify that the aforementioned information is true and correct to the best of my knowledge.