**Gulfjobseeker.com CV No:** **883938**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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## QUALIFICATIONS

* **Excellent communication skills (English) both written and spoken**
* **Strong analytical and problem solving abilities and fast learner.**
* **High level of enthusiasm and commitment in any work or activity.**
* **Able to generate / perform above and beyond what is expected.**
* **Take pride in doing a good job of achieving positive results.**
* **Highly professional and flexible.**

# WORK EXPERIENCE

**Position Held**: **Secretary cum Receptionist**

**Company:** **Joseph Advertisers – Dubai U.A.E**

**Nature of Business:** Advertising Company

 (November 2011-Present)

**As Secretary cum Receptionist**

* Provides administrative support to the manager
* Performs wide range of administrative duties
* Responsible for the manager’s office diary, managing and arranging appointments/meetings with Board Members, officers, members, clients and company staff.
* Coordinates complex administrative tasks; initiates standard operating procedures as needed
* Screening calls and visitors, guests or clients
* Maintains confidential records and filing of reports, correspondence and related materials for ease of retrieval.
* In charge of the upcoming events or functions in the company
* Preparing reports and financial data
* Preparing quotations, job cards and invoices.
* In charge for applications of Airport passes and Dubai Municipality permits.
* Organizing document transmittals.

**Position Held**: **Document Management Specialist / Medical Coder**

**Company:** **Equitable Information Technology Inc. – Maxicare**

**Manila, Philippines**

**Nature of Business:** Health Insurance

(August 2010-September 2011)

**As Document Management Specialist / Medical Coder**

* Interprets the different medical charts and records of the patients and assigning different diagnostic and procedural codes.
* Inputs the derived codes into the computer system with great efficiency and flawlessly.
* Makes data highly accessible to the patients, insurance companies and all other billing purposes by charting in an organized fashion.
* Checks medical charts for accuracy and ensuring that it consists of every single piece of information which is imperative to make the chart complete.
* Verifies medical data, signatures, computers and everything that is related to the process of medical coding.
* Analyze medical data using computer software in order to make a complete chart consisting of all information that is required to form a useful database for future use.

**Position Held: Nurse**

**Company : Tondo Medical Center**

 **Manila, Philippines**

 **(**July 2009- July 2010)

**As Nurse**

* Assess, plan, develop, implement and evaluate programmes to promote health and well-being, and prevent
adverse effects on health and well-being
* Implement and evaluate individual treatment plans for patients with a known long-term condition
* Identify, and manage as appropriate, treatment plans for patients at risk of developing a long-term condition
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* Support patients to adopt health promotion strategies that encourage patients to live healthily, and apply principles of self-care
* Deliver opportunistic health promotion using opportunities such as new-patient medicals
* Provide information and advice on prescribed or over-the-counter medication on medication regimens, side effects and interactions
* Support patients to adopt health promotion strategies that promote patients to live healthily, and encourage principles of self-care
* Assess and care for patients presenting with uncomplicated wounds
* Support and advise women requesting information relating to family planning needs
* Support and manage health needs of women presenting for cervical cytology consultations
* Recognise, assess and refer patients presenting with mental health needs in accordance with the National Framework (NSF) for Mental Health
* Implement and participate in vaccination and immunisation programmes for both adults and children
* Advise, support and, where appropriate, administer vaccinations for patients travelling abroad
* Promote and deliver evidence-based care for patients presenting with aural conditions
* Assist senior practitioners in providing minor-surgery sessions

**SPECIAL SKILLS:**

* Knowledge of MS Office application, MS Outlook ,Internet Browsing
* Multi tasking.
* Excellent in Business Correspondence.
* Highly efficient
* Responsible
* Eye for details
* Knowledge of federal, legal and insurance regulations
* Knowledgeable in using ICD -10

**EDUCATIONAL ATTAINMENT**

**COLLEGE Manila Central University**

 Bachelor of Science in Nursing

 2009

**PERSONAL DATA**

Birth date : April 25, 1989

Nationality : Filipino

Marital Status : Single

Language : English and Tagalog

Profession : **Registered Nurse**