**CV NO: 1522998**



**OBJECTIVE**

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To be part of a company that aims in providing opportunity for career growth, find a challenging and satisfying job that would effectively utilize my work experience and develop my strong team ethics to build good working relationships within.

**SYNOPSIS**

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Over 9 years’ experienced in different field of works, well-trained Telephone Operator and knowledge in document control processes and system; acquired 6 years’ experience in GCC Countries. Highly motivated person with excellent English communication. Eager to learn new techniques and goal driven.

Core competencies include:

* Knowledge in office administration
* Exceptionally well-organized and detail-oriented
* Proven ability to handle multiple, competing priorities in an effective manner.

**EMPLOYMENT HISTORY**

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**Telephone Operator**

Al Zahra Private Hospital, Sharjah UAE March 2013 to October 2015

Duties & Responsibilities:

* Answer a multi-line phone, routing calls to the appropriate parties and initiates code pages for emergencies.
* Directed all telephone inquiries to the appropriate area or person while maintaining strict confidentiality for all patient information.
* Responsible for completion of the registration process for all patients who came through the Emergency Department.
* Data Entry and ensured the highest levels of customer service and satisfaction.
* Collected and updated on-call schedules as needed.
* Performed routine back-up functions to ensure data integrity
* Maintained a log of all calls through the switchboard.

**Medical Record Clerk**

Zuliekha Private Hospital, Sharjah UAE March 2010 to March 2012

Duties & Responsibilities:

* Create highly effected organizational filing systems including quick and thorough indexing of medical records storage, resulting to easy access to critical information and streamlined office functioning database.
* Ensured medical records are complete, assembled in standard order and filed appropriately.
* Provided medical record information by answering questions and requests of patients.
* Maintained confidentiality of all accessible patient financial and medical records information.
* Resolved medical record discrepancies by collecting and analyzing information.
* Provides general administrative tasks as well as secretarial support and participate in management meetings to make sure that the requirements has been duly complied with.

**Store Keeper**

Blue Salon Company, Doha Qatar

November 2008 to June 2009

Duties & Responsibilities:

* Receives, stores, and issues supplies and equipment and compiles records of supply transactions.
* Verifies that supplies received are listed on requisitions and invoices.
* Stores supplies and equipment in storerooms. Issues supplies.
* Inventories supplies and equipment at end of each voyage.
* Compiles report of expenditures.
* Maintaining stockroom cleanliness and presentable.

**In-charge of Records III**

Sky Cable Cat’TV, CDG Philippines

January 2006 to October 2008

Duties & Responsibilities:

* Management, filing and validation of documentation (hardcopy and electronic) and maintain highly confidential company files and database.
* Ensure proper receipt and registration of all relevant documents and assure that the copies of latest documents are accurately distributed to the relevant parties.
* Perform general data entry using Microsoft Excel and Word.
* Assisting in Secretarial works.

**EDUCATION**

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**Diploma in Business Administration (Major in Marketing)**

Catanduanes State University, CDG Philippines Graduated: May 2004

**High School Diploma**

San Andres Vocational School, CDG Philippines

Graduated: March 1999

**PERSONAL INFORMATION**

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| --- | --- | --- |
| Age | : | 33 |
| Religion | : | Catholic |
| Date of Birth | : | March 14, 1982 |
| Nationality | : | Filipino |