# Passport ID.jpgJohn

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#### OBJECTIVE

Seeking to obtain a full-time position, which will offer a variety of challenges and responsibilities where my skills and abilities can be fully utilized.

#### SKILLS AND ABILITIES

* Proficient in Computer Applications particularly Microsoft Word, Excel, Power Point and Outlook.
* Fluent in English.
* Good Interpersonal Relation Skills.
* Hard working and can work productively even under pressure.

#### EMPLOYMENT BACKGROUND

**International Group Trading CO (L.L.C) Sharjah**

**Shelf Filler/Merchandiser-** (Carrefour Jimi and Bawadi - AlAin) April 2017- June 2017

* Displaying products in best possible manner, to enhance the sales potential of Brand
* Work closely with sales teams to ensure full product availability & for other updates consistently
* Go round the aisles taking note of which stock needs replacing
* Remove goods from the shelves which are past their sell-by date
* Road up a trolley in the stockroom with replacement stock
* Make sure that stock is rotated — putting goods with the earliest sell-by dates to the front
* Clean the shelves and keep stock neat and tidy

**Cognizant Technology Solutions Philippines**

**Senior Process Executive** (CA *Workers Compensation Analyst***)** (June 2014 – May 2016)

* Review medical liens of the Doctors to the insurance for possible adjustment of previously paid claim or request for payment of a medical claim.
* Provide medical bill analysis of a claim if correct payment was made or give a recommendation if the claim is payable or not through specific guidelines provided by the state law.
* Generate new liens given by the provider in order to be review/analyze for possible payment.
* Adhere to clients specific targets in terms of production and quality, meet and exceed teams targets.

#### *Rewards and Recognitions:*

Most Valuable Processor

**Accenture Inc.**

**Data Analyst (***Transaction Representative New Associate***)** (March 2011 – June 2014)

* Review completeness and accuracy of insurance claims to ensure that healthcare policy guidelines are followed prior to authorizing payment or filing a request for a medical review.
* Responsible for the completion of straightforward and stand-alone tasks with possibly high-volume transactions following predefined procedures.
* Review medical claims to determine if the service should be authorized or be denied
* Sending letters to the medical providers to request additional information needed for medical review
* Respond to an inquiry filed by the medical provider and forward the additional information such as medical records for retro review.

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####  *Internal Capabilities:*

 **Backup Subject Matter Expert**

* Responsible for team’s reports such as Productivity and Inventory Tracking & Process inquiries.

**Process Trainer**

* Provided process training to new trainees during the expansion of the project to another site. Provided assistance on processing related concerns.

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#### *Rewards and Recognitions:*

* Most Valuable Processor

**EDUCATIONAL BACKGROUND**

**Bachelor of Science in Information Technology**

University of the East, Philippines (2006- 2010)

#### PERSONAL INFORMATION

Date of Birth : May 16, 1989

Civil Status : Married

Citizenship : Filipino