

**MECHELLE F. ALMEDA**

Al Rigga, Dubai

United Arab Emirates

almedamitch@gmail.com

+971555125047

**PERSONAL BACKGROUND:**

Sex : Female Passport # : EC3573167

Civil Status : Single Visa Type : Employment

Citizenship : Filipino Weight : 110 lbs.

Religion : Roman Catholic Height : 5’2”

**Objective**

* To enhance my educational and professional skills in a stable and dynamic workplace & obtain employment with a company that offers a positive atmosphere, to learn and implement new skills and technologies for the betterment of the organization.

**SKILLS:**

* Problem Solving abilities
* Team work & collaboration
* Oral & written Communication skills
* Professionalism & strong work ethic
* Leadership

**EDUCATIONAL ATTAINMENT:**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

Surigao Del Sur Polytechnic State University

2002-2006

**WORK HISTORY:**

**INSURANCE CLAIMS OFFICER**

December 15, 2019 up to Present

**DENTAL CLUB CLINIC**

Al Mizhar, Dubai, UAE

**Duties and Responsibilities**

* Responsible in obtaining approval for Dental procedures.
* Responsible for claims submission, Pre-authorization, rejection, re-submission, reconciliation and all sorts of insurance documentations.
* Knowledgeable in using E-Claims portals & DHPO.
* Assisting Patient by calling the Insurance regarding their benefits & eligibility.
* Responsible for determining the reasoning for insurance denials and providing timely feedback to resolve possible issues
* Coordinating and follow ups from the insurance company for the pending, approval claims & payment through phone and emails.
* Prepare reimbursement forms for a non-direct billing patient
* Process the bill of the patient once treatment is done
* Preparing monthly statistics report as DHA required
* Preparing DHA Sick leave as per patient’s requirement.

**ADMIN/HR**

July 02, 2018 -Nov. 30,2019

**EuroPro Technical Services**

[Al Quoz Industrial Area 3, Street 13C. (Behind Al Quoz Mall)](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.google.ae_maps_place_EuroPro-2BTechnical-2BServices-2BLLC_-4025.1246198-2C55.2234123-2C17z_data-3D-213m1-214b1-214m5-213m4-211s0x3e5f6bdf635d68a9-3A0xe31c251a8a0b96bc-218m2-213d25.124615-214d55.225601&d=DwMFaQ&c=lI8Zb6TzM3d1tX4iEu7bpg&r=qAnLb_BFSE3ilMR17aot1PcrW1Y4xnYhIV7hbnmP_E0&m=00I5gh5X9Xjv4bFcgtlwMO3koOVvMUZf5mf9bVrWxPM&s=KVVlYnxt1LAiFn8fuoB3Hkc-ai2WtM8dXkJJiaCUxGc&e=)
Dubai , UAE , PO BOX : 82170

**Duties and Responsibilities**

* Perform a wide variety of tasks -usually includes standard clerical duties such as answering incoming inquiries, managing appointment calendars and filing.
* Human Resources tasks- Coordinate with the company’s PRO for the processing and renewal of visa as well as the stamping of passports.
* Medical and Life Insurance (EBP and Enhanced Plan) – Apply for renewal, new employees and cancel the resigned employees to the broker.
* Renewal of business permits, Office rentals & Company cars registrations & policy
* Leave Management – Timely maintenance of leave management system, e.g (Vacation summary, Absenteeism & Sick leave summary)
* Payroll Management – Monthly attendance & Overtime for payroll submission, Preparation and processing of Payroll monthly through WPS.
* Responsible for daily accounting activities pertaining to the recording of expenses, accruals, prepayments, advances, prepare quotations & Tax Invoicing, payment vouchers, receipts, & Cheques).
* Capable of managing and maintaining accounts.
* Quarterly VAT filling- FTA
* Maintain proper filing of accounting documents for record keeping.
* Maintain accurate records of all sales and accounting related activities

**Compensation & Benefits Supervisor**

**October 16, 2013 – March 25, 2018**

**MARCVENTURES MINING DEV’T CORPORATION**

Sitio BanbanPanikian, CarrascalSurigao Del Sur

**Duties and Responsibilities**

* **Timekeeping**
* **Payroll**
* **Benefits**
* Ensure the operational aspects of payroll processing and associated activities, including salary disbursement, overpayment recovery, leave management and reporting are accurate and delivered within appropriate timeframes and comply with relevant legislation.
* Prepare complex payroll and human resource information for data input and assist with checking, quality control and maintenance of records to ensure accuracy, service quality and data integrity.
* Provide a responsive, accurate staff advisory service on payroll matters, resolve difficult enquiries and assist in identifying payroll errors and implementing corrective action where required to ensure employee payments are processed accurately and database integrity is maintained.
* Contribute to the application and monitoring of HR practices, principles, and delegations
* Records the leave availments and monitor the balances
* Final Settlement process for non-renewal and terminated employees

**PROFESSIONAL CERTIFICATES**

* Medical Coding Certificate - CPC/HSPC
* Dental Coding Certificate

**References available upon request:**

*I hereby certify to the best of my knowledge that the above information contained this resume is true and correct.*

**MECHELLE F. ALMEDA**

Applicant