

FREDELINA BUMACOD

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Seeking a position that offers a venue for me to apply my skills and knowledge as well as to gain new experience in an employment setting that would provide opportunity for professional advancement.

PROFILE SUMMARY

- Document Controller & Marketing / Finance Accounts Payable
- Computer literate such as:
 - Microsoft Office (Outlook, Word, Excel)
 - Oracle Database / Microsoft Dynamics Great Plains 9 and 10, Aconex (used as platform for online project management as well as data transmittal), Master Key (web-base real state software).
 - Excellent interpersonal and communication skills (Oral and written).
 - Dedicated worker with a strong positive attitude, able to work well as an individual contributor and as a team player, hardworking and goal oriented.

SUMMARY OF QUALIFICATIONS:

- Fast learner
- Deeply committed and responsible
- Highly energetic, organized and flexible
- Hardworking and patient
- Excellent communication skills, both verbal & written.

Accounts Payable Assistant

MDCBMS Mubadala

Abu Dhabi, United Arab Emirates

October 2015 – December 2018

Key Responsibilities:

- General Inquiries, Customer Service & Office Admin.
- Handle all general inquiries of the branch (BMS / Healthpoint Hospital Abu Dhabi, UAE), answering all emails from suppliers and staff inquiries and written correspondence in relation to products, medical equipment's, quotation inquiries, staff meetings and trainings, etc.
- Handling staff reimbursement like training course
- Coordinates within the respective departments for the following: follow up, branch updates, planning, maintenance, new products.
- Facilitates office supplies.
- Assist branch manager in day to day operation
- Follow up with clients regarding payments and cheque collection, coordinate
 - outside suppliers for invoices
 - Notifies vendors when payments have been made by sending out respective remittance advice
 - Coordinates with the branch & Sales Manager regards to:
 - ✓ Clients orders & purchased, payments, sales & collection invoice.
- Processed daily, weekly & monthly collection.
- Generates daily, weekly & monthly collection report.
- Document Controller, filing all important documents

Accounts Payable

- Organized and maintain payable invoices by government grant account and non government grant classification.
- Verifies the correctness of the approvals received before forwarding invoices for payment.
- Ensures correctness of account charges before validating the invoices.
- Invoicing Management such as : (Commercial / Non Commercial / Government Entities).
- Assist with implementing and maintaining internal financial controls and procedures.
- Assist with preparation and coordination of the audit process.
- Problem and solving management – resolve queries relating to recording of invoices by coordinating with the staff/ vendors concerned.
- Resolved Accounting discrepancies and irregularities.
- Ensure financial records (including journal entries and supporting documents) are maintained accordingly to BMS policy and management direction.
- Assist and month-end closing.

Insurance Coordinator/Biller

Abu Dhabi Knee & Sports Medicine Centre

Abu Dhabi, United Arab Emirates

June 2010 - September 2015

Key Responsibilities:

- Maintain office services by organizing office operation and procedures. Preparing reports. Controlling correspondence. Designing filing system.
- Verifies healthcare charge against established rates for diagnosis, treatment, services and supplies, maintain patient accounts via automated billing system, using codes to facilitate reimbursement from insurance companies; and establishes pro-rata responsibility to permit prompt collection of patients share.
- Maintained the relationship for the patient and colleagues.
- Preparing the report monthly basis to present the manager.
- Keeps management informed by reviewing and analyzing special reports.
- Responsible for creating monthly inventory of all insurance coverage and submitting to the management.
- Responsible for maintaining all insurance keep updating for the patient files.
- Preparing and submitting documentation in support of property and liability claims involving the facility.
- To follow the rule and regulation.

Receptionist (Billing Department)

Gulf Diagnostic Centre

Abu Dhabi, United Arab Emirates

January 2006-march 2009

Key Responsibilities:

- Answering phone, giving appointment for patient and arranging files with valid Insurance for doctor's review and assist doctors as well the patient.
- Arranging files in billing department
- Assist in all billing activities

Cashier

**Tamayo's Catering
Manila, Philippines
2003 – 2004**

Key Responsibilities:

- Handles money of the store and auditing it prior for remittance to the owner.
- Greet customers, record orders, and serve food and beverages with a consistently positive and helpful attitude, including answering questions about the menu.
- Input orders into a point-of-sale system and accept payment using a credit card reader or cash register, calculating change accurately and quickly as required.
- Maintain a neat and tidy appearance by wearing a uniform and adhering to a corporate dress code.

Sales Clerk

**Isetann Shopping Center
Manila, Philippines
March 2002 - December 2003**

Key Responsibilities:

- Greeting customers as they enter the store
- Working at the point-of-sale counter to process transactions
- Assisting customers in locating products by going through the inventory
- Calling other store locations to find items that are not available in the store based on customer requests
- Suggesting new items to customers based on their selections
- Entering sales data and customer data into the company database
- Keeping records of special orders
- Monitoring the merchandise and notifying a superior when items need to be restocked
- Arranging items such as special sale items to engage customers
- Building customer relationships orders

Secretary

**Cooperative / Supermarket
Kuwait, Kuwait
March 2000 - December 2002**

Key Responsibilities:

- Handling cash and client's need regarding information reports as per my superior.
- Contribute to team effort by accomplishing related as needed.
- Create and keep various filing and record management system.
- Answered telephone and replied email in accordance with general and instructions.
- Adjusted office files and maintained correspondences and reports .
- Organized office management activities for the executives.
- Accept and select incoming calls and visitors.
- Prepared material for meetings.
- Organized schedules and appointments for executive.

Secretary
China Zhongwang Company
Bulacan, Philippines
April 1997 – October 2000

Key Responsibilities:

- Making reports and other paper works in the office
- Arranging appointments for the clients
- Preparing weekly salary for the employee
- Arrange the time sheet
- Assist in preparing the office budget

Sales Clerk
Isetan Department Store
Recto Manila, Philippines
January 1996 – December 1997

Key Responsibilities:

- Checking of stocks from warehouse up to the display counter

EDUCATIONAL QUALIFICATIONS:

Associate in Secretarial
University of Manila, Philippines