



**EXPERTISE**

**PERSONAL TRAITS**

* Effective communication
* Professionalism
* Interpersonal aplomb
* Multitasking capabilities
* Organizational abilities
* Technical prowess
* Medical office Procedures
* Insurance Verifications
* Front-Desk Reception
* Medical Terminology, Billing & Coding
* Patient Relations
* Physician Support
* Claim Filing

**nOV 2019 - MEDICAL RECEPTIONIST**

**PRESENT ROYAL CARE MEDICAL CENTER** AL AIN, UAE

I’m responsible for;

* Greeting and attending to patients in person and over the phone.
* Obtaining revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims.
* Maintaining patient accounts by obtaining, recording, and updating personal and financial information including medical insurance.
* Ensuring availability of treatment information by filing and retrieving patient records.
* Professionally assist doctors, staff, visitors, and patients.
* Adhere to policy and procedures during all activities.
* Assisting with admissions/treatment as per agreed protocols.
* Ensuring that stock levels are adequate, and orders are made timeously.

**APRIL 2017 - RECEPTIOIST**

**MAY 2018 SPEED LINE CONTRACTING & PROPERTIES** AL AIN, UAE

My responsiblities were;

* Welcoming visitors by greeting them, in person or on the phone; answering or referring inquiries.
* Directing visitors by maintaining employee and department directories; giving instructions
* Maintaining security by following logbook, issuing visitors’ badges.
* Arranging couriers & booking meetings.

Patient-focused, detail-oriented, & computer-savvy medical receptionist. Personable and courteous in all interactions with patients and team members and skilled at anticipating physician and practice needs. Expedient in processing patient check-in/check-out, verifying insurance and collecting third-party claims. Efficient in managing appointment scheduling, patient records, medical billing and financial information. Crisanta has also 5+ years of experience as Sales associate in retail industry and has Proven ability to increase sales through up-selling.

**EXPERIENCE**

**PROFILE**

theyembibe@gmail.com

CRISANTA **BALUTE BIBE**

+971 50 228 6329

Al Nyadat, Town Center

 Al Ain, UAE

  

  





**EDUCATION**

**NOV 2014 - Sales Associate / Store Incharge**

**MARCH 2017 OLIVE TREE FASHION LLC** DUBAI, UAE

My responsibilities were;

* Maintaining constant presence on floor to address the customers’ needs.
* Recommending appropriate items, sizes and lead them to make decision
* Managing cash register, cleaning shelves, counters, and tables.
* Conducting research & evaluating market conditions and competitor’s data.

**2004 – 2005 -** **RECEPTIONIST/FRONT DESK**

 **AQUINAS UNIVERSITY PRIVATE HOSPITAL** - PHILPPINES

I was responsible for,

* Welcoming patients & visitors by greeting in person or on telephone.
* Answering or referring inquiries.
* Optimizing patients’ satisfaction, provide time & treatment room utilization.
* Keeping patients’ appointments on schedule by notifying of their arrival.
* Ensuring availability of treatment info by filling & retrieving patients’ records.
* Helping patients in destress by responding to emergencies.

**BsC. of Business Administration**

 **(Marketing)** 2000-2004

 **Aquinas University Of Legazpi -**

 **Philippines**

**INTEREST**

**TECH SKILLS**

**REFERENCES**

Available on request

* Well versed in **OpenJet,** **ClinicSoftware /Cashier.**
* Proficient in MS Office Suit
* Hardware trouble shooting
* Installation of OS & other software

 **NATIONALITY:** FILIPINO

 **BIRTHDAY:** OCT 28, 1980

 **LANGUAGES:** ENGLISH, ARABIC

**OTHER**

**PERSONAL DETAILS**