



BEBSIE B. RECTO

Career Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. To make use of my interpersonal skills to achieve goals of a company that focuses on market satisfactions.

Work Experience

November 08, 2020- Present

Tamayaz Employment Services LLC- UAE

Receptionist cum Contracts and Admin Assistant:

- Prepare contracts documents and make client file.
- Enter contract information into the system as well as monitor contract changes and update accordingly.
- Create and maintain a client's contract transmittal log and update regularly.
- Ensure that documents are properly executed.
- Communicate with Contract Administrator regarding files and things to do.
- Ensure all contract related documents are stored according to company policy and procedures and maintain detailed and organized files.
- Answer phone inquiries using a professional and courteous manner and direct them to the appropriate staff members.
- Reply to general information requests with the accurate information.
- Greet clients and visitors to the organization in a professional and friendly manner.
- Answer emails and prepare outgoing mail, and courier parcels.
- Purchase, receive, and store the office supplies ensuring that basic supplies are always available.
- Provide secretarial and administrative support to management and other staff.
- Other duties as assigned

September 2020 - November 2020

Madeenat Hatay Turkish Restaurant- UAE

Head Cashier cum Admin and Purchasing Staff:

- Greet customers as they enter the store. Assists customers in locating items.
- Refers customer's waiter as necessary. Processes register transactions.
- Processes refunds and returns.
- Addresses customer questions and complaints. Counts out register drawer at end of shift.
- Accepts and signs for stores deliveries.
- Responsible for computing and tally the sales during cash out.

July 2020 – August 2020

Shining White Building Cleaning LLC- UAE

Secretary cum Admin and Sales Staff:

- Preparing booking schedule for cleaners Dealing for regular clients and future clients.
- Accepting bookings from service partners.
- Monitoring and maintaining office equipment and inventory supplies; orders replacement as needed Creating, updating, and maintaining records and data bases.
- Supporting department managers and staff.
- Preparing correspondence, documentation, or presentation material.

Contact

Address

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Email

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Date of Birth

10/02/1984

Passport No.

P6712381A

Visa Status

Employment Visa

Additional Skills

- Time Management
- Intermediate knowledge in MS Office Application (MS Word) Basic in MS Excel, PowerPoint and Outlook
- Good in written and verbal communication skills
- Proactive, flexible, organized and enthusiastic on team and individual works.

Seminars and Trainings

- Brand AID (Your Solution to Success)
P.U.P Sta. Mesa, Manila
March 02, 2011
- 7th L.E.A.P Leaders Congress
(League of Extraordinary & Admired Pilipino)
T.C.U Auditorium
March 05, 2010
- Young Entrepreneur Seminar
T.C.U Auditorium
December 08, 2009

October 2019 – June 2020

Arabcal Technical Solutions/ Callidus Corporate and Maritime Consulting- UAE

Receptionist cum Admin and Accounts:

- Check the office cabin (as daily task).
- Greet clients and set positive office atmosphere.
- Attend all calls, take messages and redirect calls to appropriate offices.
- Organize and maintain files and records; update when necessary.
- Create and maintain updated documents and spreadsheets, Overseesorting and distribution of incoming mail.
- Operate office equipment, such as photocopier printers, etc.
- Perform inventory of office supplies and order what is needed.
- Doing administrative and clerical tasks (such as scanning or printing).
- Preparing and editing, letters, reports, memos and emails.
- Running errands to office supply store Arranging meetings and appointments Answering phone calls and taking messages.
- Maintain folders on server
- Tracking petty cash
- Prepare the invoice as per the instruction of accounts officer Collections follow up normally, 1 week credit
- Issue invoice to clients, and file the invoices accordingly Prepare Legal notice to be issue to the client
- For payables or issuance of cheque to supplier, always prepare cheque for payment along invoice and inform accountant, update and confirm once done.
- Monthly revenue reports:
 - A. Monthly collections
 - B. Receivables/ Open invoices up to date
 - C. Monthly revenue
- Staff attendance to be send to HR team.
- Monthly entries such as: AP, AR, JE, receipt and payment entry to the system

February 2019 - August 2019

Medicard Philippines Inc.

Field Liaison Officer:

- Check and capture total no. of admitted patient in designated area.
- Make progress notes fill outpatient details accordingly on their membership information and coverage.
- Visit patient, discuss and explain HMO benefits and coverage based on their company contract, be attentive to response all inquiries and concerns of patient during daily visit.
- Assist patient during first admission up to discharged date. Compute all hospital charges including disapproved charges, incremental (if applicable) and PF of doctors, make an endorsement of final bill to hospital billing department.

September 2018 - February 2019

Medicard Philippines Inc.

Liaison Officer - Hospital and Clinic based:

- Assist member/client for pre-approval and direct admission.
- Received telephone calls, answer all inquiries and concern of member/client regarding HMO coverage.
- Check no. of admitted member under Medicard. Make progress notes, visit and discuss and explain HMO benefits and coverage based on their company contract.
- Assist patient during first admission up to discharged date. Compute all hospital charges including disapproved charges, incremental (if applicable) and PF of doctors, make an endorsement of final bill to hospital billing department.

April 2011 - September 2018

Claims Pro Philippines

Claims bill - Processor (out-patient, medical services, inpatient):

- Received daily bills from receiving clerk. File the receiving copy according to hospital/doctor.
- Encodes member details/info to Claims pro system (CPS) check coverage based on company contract, utilized all the avilment of member(if any), make sure that avilment should have approval code for outpatient/medical services and L.O.A no. for inpatient.
- Bills should be process on or before 5days date received, once processed submit to claims checker for validation and corrections of wrongencode details.
- Edit bills, re-print and re-check by claims checker, if processed bill are corrected already make sure it should be forwarded to check prep sectionon or before the processed target date.
- Submit daily processed report and weekly status report to immediate superior.
- Maintain filing of receiving copy, action memo, incident report andletters.

November 2007 - January 2008

Global Fun Carnival

Booth Cashier

February - May 2006

Philippine Statistic Authority (Local Division)

Census Population Enumerator (Project based)

October 2003 - April 2004

Fornax Philippines Ltd. Corp.

Office Clerk

February - August 2003

Laws Textile Philippines Ltd. Corp.

Office Clerk

April - September 2002

Freemont Food Corporation (Jollibee)

Service Crew (Cashier)

Education

Taguig City University, Philippines

2007-2011

Bachelor in Science of Business Administration, major in Management

- Completed 4 years Course

Languages

Tagalog — Native Language

English — Intermediate

References

Available only upon request.

