

MADELYNE D. VARGAS

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Employed



OBJECTIVE: To contribute to the success and growth of a corporate organization that puts premium on individual development, rational, and vital thinking

WOREXPERIENCE

Key Qualifications

- Currently Employed At Intercool International Air filtration UAE as Secretary , Receptionist ,Administrative Staff and Logistic
- Six (6) years and 2 months of Administrative works in fast growing company in Philippines
- Six (6) years of Medical Records Clerk/Admitting Clerk Experience gained from a high class hospital in the Philippines.
- Have extensive experience in Health Caregiving and Housekeeping.
- Ability to priorities work and manage time effectively
- Knowledgeable in Office Applications e.g. MS Word, Excel, Power Point, Outlook and etc.
- Good Leadership qualities, Good Decision maker and communicator
- Able to meet targets and deadlines, Capable of working under pressure
- Multitasking and knowledgeable in admin jobs

Employment Summary and Major Responsibilities

ADMINISTRATIVE ASSISTANT/ Secretary/ Receptionist

Intercool Air Filtration

Abu Dhabi

January 2019 to July 2020

- Act as the point of contact between Executive and internal/external client
- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Maintaining File for customer Order along with supporting documents such as Tax Invoice; Proforma Invoice, Delivery Note, VAT Registration Certificate and others.
- Review all the TRN no. Verification for Customer & Supplier.
- Collect and Inform all the Supplier thru email for their Monthly Invoices and Forwarded to the Concerned person for the signature and approval of payments.
- Preparing the Required Submittals and Drawings for all the Contractors.
- Entering to the Sage 50 system all the Supplier Accounts and Purchase Order
- In-charge in drafting the required Warranty Certificate.
- In- charge of consolidation of cheques with correct attached Invoice and forwarded to accounts.
- In- charge in tracking and monitoring all the Invoice; cheques and other documents we send thru online.
- In- charge of Employee Annual Leave application and Air Ticketing
- Maintain daily Attendance sheet and send to the management & accounts department
- Handle Courier Booking (skycom, aramex, UPS and others)

- In- Charge of employee business cards, company gift items and office supply.
- Updates Business cards records.
- Coordinate with service provider to ensure that all computers and printers are always in good condition.
- Handle and Safekeeping of company memo and other required correspondence.
- Act as Assistant and take in-charge once the Logistic In-Charge is absent or on leave
- Preparing Delivery Note for the required Purchased Order for every Supplier.
- Preparing Tax Invoice for all the Contractors.

Housekeeping/ Room Attendant

Salini Hotel, Malta Europe

August 2015- July 2016

- Use Correct Cleanin hemicals for designated urfaces, according to OSHA regulations and Hotel requirements.
- Acknowledges and greet guest in public spaces with warm, friendly greetings
- Transport cart with cleaing supplies, amenities and linens to assigned guest room and position securely.
- Empty Trash containers and recycling bins.
- Reviews daily inventory of rooms, arrivals and departures
- Cleaning of hotel including dusting,vacuuming, changing bed linens,cleaning bathrooms, kitchen area, lobby and common ares.
- Performs Quality claning to meet the required standards with the set time limits.
- Comply with all resort safety guidelines.
- May performed similar duties as requested by supervisor.

Caregiving and HouseKeeping

Rome, Italy Europe

November 2017-2018

- Assisting with personal care: bathing and grooming, dressing, toileting, and exercise
- Basic food preparation: preparing meals, shopping, housekeeping, laundry, and other errands
- General health care: overseeing medication and prescriptions usage, appointment reminders and administering medicine
- Mobility assistance: help with getting in and out of a wheelchair, car or shower
- Personal supervision: providing constant companionship and general supervision
- Transportation: driving to and from activities, running errands, and help getting in and out of wheelchair-accessible vehicle
- Emotional support: being a stable companion and supporter in all matters personal, health-related and emotional
- Care for the elderly: orienting or grounding someone with Alzheimer's disease or dementia, relaying information from a doctor to family members
- Back-up care (or respite) services: providing other caregivers a break
- Home organization: help with organizing, packing or cleaning for a trip, or general house care and cleaning
- Health monitoring: following a care plan and noticing any changes in the individual's health, recording and reporting any differences

Credit and Collection/ Admin. Staff

Jesus Nazaren Hospital

Lingayen Pangasinan

- Act as the point of contact between Executive and internal/external client
- Prepare Purchase Order based on the approved requisition.
- Process signing of Purchase Order to respective signatories.
- Follow up and coordinate with supplier regarding the delivery of all ordered items.
- Maintain dairy, arrange meeting and appointment and provide reminders
- Make travel arrangement

- Prepare daily Sales Orders, Purchase Orders, Statement Of Accounts
- Ensure and maintain all items in the inventory are in the system
- Perform administrative work such as sending and receiving fax messages, responding to clients' inquiries and requests
- Answer general questions about organization
- Prepare and release checks to suppliers
- Order and maintain office supplies
- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs

Medical Records Clerk/Admitting Clerk/ Credit and Collection Officer/ HMO Officer

Dagupan Doctors Villaflor Hospital, Dagupan City Pangasinan

February 2006 to January 2012

- Gathers and encodes data necessary for admission
- Facilitates room reservation depending on the patient's choice
- Updates patient' billing records
- Provides a friendly and approachable demeanor in manning the Information Center
- Attends to telephone queries of clients
- Encodes out-patient's data and information for laboratory and x-ray charge slips
- Ensures correct posting of account receivables (AR) to the General Ledger
- Prepares reconciliation of AR on a quarterly basis
- Prepares reports on the status of AR for reporting to the Accounting Department Head
- Manages prompt collection of receivables by periodically reviewing aging schedule and performing follow-up collection calls / efforts with Health Maintenance Organization (HMO) and companies on long outstanding receivables

EDUCATION

BACHELOR OF SCIENCE IN NUTRITION & DIETETICS PANGASINAN STATE UNIVERSITY

Lingayen Pangasinan

Graduated in 2005

Nick name : Mhadz Age : 35 y/o Nationality: Filipino

SEMINARS AND TRAININGS

BASIC LIFE SUPPORT AND FIRST AID TRAINING

Provincial Health Office- December 6-7, 2012

Madelyne D. Vargas

