



PATRICIA CAMILLE ARBOLEDA

Front Desk Receptionist

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Email

patriciacamillea@gmail.com

Address

Al Aziziyah, Doha, Qatar

Phone

(974)-77177262

Date of birth

11-23-1989

Nationality

Filipino



Skills

- Good team player.
- Having a flexible approach to work.
- Excellent communication skills.
- Quick typing skills
- Attention to detail
- Ability to work under pressure
- Ability to control emotions and remain calm
- Ability to make quick decisions
- Long patience



Languages

English

Intermediate

Filipino

Native

Experience

▪ Front Desk Receptionist / Cashier

Queen Hospital Gate 5 Vilaggio, Doha, Qatar

May 2016 - Present

- Serves patients by greeting and helping them, scheduling appointments, and maintaining records and accounts.
- Welcomes patients and visitors in person or on the telephone, and answering or referring inquiries.
- Obtaining patient demographic and verifying insurance information at each visit.
- Registering new patients for surgery.
- Responsible for coordinating the daily administration of doctors, staff, visitors, and patients at a healthcare facility.
- Monitors and reviews patient schedules for next day office appointments.
- Maintaining a clean reception area to show a professional image.
- Receiving urine and blood samples and sending them off to hospital laboratories.
- Identifying and resolving minor patient billing complaints
- Filing away the results of tests.
- Assists other colleagues as needed.

▪ Medical Receptionist / Cashier

New World Diagnostic Inc. 205 D. Tuazon st. Quezon City

July 2013 - April 2016

- Answering telephone calls and dealing with face-to-face inquiries.
- Politely greeting patients and visitors to the center.
- Scheduling appointments for patients.
- Maintaining a clean reception area to show a professional image.
- Making sure that the appointments system runs smoothly.
- Receiving urine and blood samples and sending them off to hospital laboratories.
- Accurately collecting information and personal details about patients and ensuring that all medical samples are correctly labelled.
- Filing away the results of tests.

Education

▪ Bachelors Degree in Nursing

Our Lady of Fatima University McArthur Highway., Valenzuela City

- 2011

▪ Secondary

Siena College Quezon City Del Monte Ave., Quezon City

- 2006