

SUFIA DIN

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Organized and driven administrative professional with 10 years of experience in Healthcare Industry. Seeking to leverage expertise in documentation, time management and team work as Medical Assistant in accordance to organizational goals.

EXPERIENCE

APRIL 08, 2021 – APRIL 12, 2022

VIRTUAL ASSISTANT, AGENCY VA, METRO MANILA PHILIPPINES

Back office for personal and commercial lines insurance, organizing client files, data entry and encoding, processing and monitoring of renewals, reinstatements and cancellations using Ezlynx. Knowledge in navigating insurance carrier websites.

OCTOBER 16, 2009 – SEPTEMBER 05, 2019

MEDICAL SECRETARY, KING FAHAD MEDICAL CITY, RIYADH, KSA

Specialized service in clerical/administrative nature in strict accordance with established procedural guidelines. Responsible in updating database of internal and external clients. Ensure data entry, statistical reports, transcribing dictation and preparing of medical reports. Recruitment processing of department new physician applicants and incoming scholars.

MARCH 05, 2007 – AUGUST 30, 2009

ADMINISTRATIVE ASSISTANT, HOUSE OF JOY FOUNDATION INC. (RESIDENTIAL CARE FACILITY FOR DISADVANTAGED CHILDREN), DAVAO ORIENTAL, PHILIPPINES

Extension program coordinator, manage center over-all activities and other administrative work, ensure continual recommendation to improve departmental functions are developed and implemented. Assisting in preparation for company reports and year-end budgeting.

EDUCATION

APRIL 2005

BACHELOR OF SCIENCE IN SOCIAL WORK

ATENEO DE DAVAO UNIVERSITY, DAVAO CITY, PHILIPPINES

MARCH 2000

SECONDARY EDUCATION,

FORD ACADEMY OF THE ARTS, DAVAO CITY, PHILIPPINES

SKILLS

- Resilient in coping to any stressful situation
- Communication and Interpersonal skills
- Proficient in Windows, MS Office, Outlook, Google App, Spreadsheet
- Team Work
- Time Management
- Organized / Attention to details

CERTIFICATE / TRAININGS

Certificate in Customer Service Excellence, Charting by Excel, MS Spreadsheet advanced, Effective Communication Skills in Medical Field, Ship Security Awareness Training and Seafarers with Designated Security Duties, Passenger Ship Crisis Management and Human Behavior Training, Passenger Ship Crowd Management Training, Safety Training for Personnel Providing Direct Service to Passengers in Passenger Spaces, Basic Training