Analisa C. Yodico

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Skills Summary

- 15 years of experience in a Healthcare environment.
- A wide experienced HR and Medical Licensing Officer across entire Health Regulation Authorities (Department of Health, Dubai Health Authority and Ministry of Health and Preventions) for Facility and Professional Licensing process.
- An experienced Human Resources Officer with a proven track record of success in recruiting, managing, and developing personnel. Possesses a comprehensive understanding of the principles and practices of Human Resources, with a focus on maximizing employee engagement and productivity.
- With experience managing employee benefits, employee hiring and onboarding, performance management and HR records. Reliable and organized team member with the ability to communicate effectively and handle office changes. Skilled at building and maintaining relationships, representing shared company values, and managing employees across all levels of an organization. Proficient with HR Oracle System, Payroll, off-boarding, and benefits management.
- Compassionate and dedicated caregiver with five years of experience providing exceptional care to elderly patients. Skilled in assisting patients with daily living activities, monitoring vital signs, and administering medications.

PROFESSIONAL EXPERIENCE

HR and Medical Licensing Officer **01st September 2023 to Till Date**

NMC Healthcare Group-Corporate Office, Abu Dhabi City, UAE

1. Handle the entire (MOH Ministry of Health and Preventions) Professional Medical Licensing credentialing, registrations, and renewals application process.
2. Act as a company representative in entire Health Regulation Authorities conferences.
3. Develop and maintain solid relations within entire Health Regulation Authorities to follow up on new and pending applications.
4. Keeping track of the process licensing status for all healthcare professionals.
5. Initiate communication with healthcare professionals for timely submission of necessary documents.
6. Interpret, assist, and advise applicants regarding Dataflow and any from health regulation requirements within the specified guidelines.
7. Coordinate with the healthcare professionals using proper communication channel for timely processing of documents prior to expiry and update them regularly about the status of license renewal.
8. Prepare and submit reports with valid and "in-process of application status" of licensing process and updating the HR of Medical Licensing Manager and departmental managers.
9. Dealing with candidate/professional queries.
10. Liaises with the talent acquisition team to collect all the required documents for the credentialing process.
11. Be actively involved in the quality improvement activities within the HR and Medical Licensing Department.
12. Adhere to company policies in general.
13. Always maintain professional confidentiality.

Onboarding Coordinator **01st June 2023 to 30th August 2023**

NMC Healthcare Group, Abu Dhabi City, UAE

1. Coordinated with in-house recruiters, distributed the Welcome Letter, and prepared for the hired candidates documents for collections.
2. Communicated and ensured completion of New Hire Checklist.
3. Acted as a liaison between candidates, Recruiters, and Hiring Managers.

4. Served as a local and national point of contact for new hires to provide guidance while completing onboarding paperwork.
5. Followed up with candidates via phone and email to ensure completion of onboarding tasks before given deadlines.
6. Maintained records of all job offers and employment and onboarding documentation.
7. Completed the full onboarding process for all new hires.
8. Responsible for the onboarding and facilitation of new staff onsite to work.
9. Tracked candidates and new hires on an Excel report that is distributed to recruiters weekly.

HR and Medical Licensing Officer **17th August 2022 to 31st May 2023**
Americare LLC (*Managed by NMC Provita International Medical Center*), Khalifa City A, U.A.E.

1. Handle the entire Health Regulation Authorities (Department of Health, Dubai Health Authorities and Ministry of Health and Preventions) for Professional Medical Licensing credentialing, registrations, and renewals application process.
2. Act as a company representative in entire Health Regulation Authorities conferences.
3. Develop and maintain solid relations within entire Health Regulation Authorities to follow up on new and pending applications.
4. Keeping track of the process licensing status for all healthcare professionals.
5. Initiate communication with healthcare professionals for timely submission of necessary documents.
6. Interpret, assist, and advise applicants regarding Dataflow and any from health regulation requirements within the specified guidelines.
7. Coordinate with the healthcare professionals using proper communication channel for timely processing of documents prior to expiry and update them regularly about the status of license renewal.
8. Prepare and submit reports with valid and "in-process of application status" of licensing process and updating the HR of Medical Licensing Manager and departmental managers.
9. Dealing with candidate/professional queries.
10. Liaises with the talent acquisition team to collect all the required documents for the credentialing process.
11. Be actively involved in the quality improvement activities within the HR and Medical Licensing Department.
12. Adhere to company policies in general.
13. Always maintain professional confidentiality.
14. Supports human resources department from interviewing applicants, orienting new employees, providing general information to job applicants regarding HR procedures.
15. Setting up and maintaining an employee's personal files.
16. Updating both manual and electronic personnel records when an employee's personal details change.
17. Preparing and issuing employment contracts till residence visas, medical insurances, emirates ID, to new employees and for renewals.
18. Maintains human resources records by recording hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, leaves and their exit interview and clearances.
19. Monthly Payroll thru Oracle System, issuing salary certificates, certificates of employment, no objection certificate and pays lips.
20. Documents human resources actions by completing forms, reports, logs, and records.
21.

HR and Medical Licensing Officer **01st February 2016 to 16th August 2022**
Premier Healthcare Group (*Managed by NMC Provita International Medical Center*), Khalifa City A, U.A.E.

1. Handle the entire Health Regulation Authorities (Department of Health, Dubai Health Authorities and Ministry of Health and Preventions) for Professional Medical Licensing credentialing, registrations, and renewals application process.
2. Act as a company representative in entire Health Regulation Authorities conferences.
3. Develop and maintain solid relations within entire Health Regulation Authorities to follow up on new and pending applications.
4. Keeping track of the process licensing status for all healthcare professionals.
5. Initiate communication with healthcare professionals for timely submission of necessary documents.
6. Interpret, assist, and advise applicants regarding Dataflow and any from health regulation requirements within the specified guidelines.

7. Coordinate with the healthcare professionals using proper communication channel for timely processing of documents prior to expiry and update them regularly about the status of license renewal.
8. Prepare and submit reports with valid and "in-process of application status" of licensing process and updating the HR of Medical Licensing Manager and departmental managers.
9. Dealing with candidate/professional queries.
10. Liaises with the talent acquisition team to collect all the required documents for the credentialing process.
11. Be actively involved in the quality improvement activities within the HR and Medical Licensing Department.
12. Adhere to company policies in general.
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15. Setting up and maintaining an employee's personal files.
16. Updating both manual and electronic personnel records when an employee's personal details change.
17. Preparing and issuing employment contracts till residence visas, medical insurances, emirates ID, to new employees and for renewals.
18. Maintains human resources records by recording hires, transfers, terminations, changes in job classifications, merit increases, tracking vacation, leaves and their exit interview and clearances.
19. Monthly Payroll thru Oracle System, issuing salary certificates, certificates of employment, no objection certificate and pays lips.
20. Documents human resources actions by completing forms, reports, logs, and records.

Caregiver **01st June 2015 to 31st January 2016**

Premier Healthcare Group, Abu Dhabi City U.A.E

1. Assist patient by providing personal services such as bathing, dressing, grooming and during her Peritoneal and Hemo Dialysis treatment.
2. Assist nurses in manual handling of residents and with bathing.
3. Maintains a safe, secure, and healthy patient environment.
4. Responsible for ensuring patient have appropriate supplies.
5. Assist patients and nurses on external trips.
6. Participates in resident's social activities.
7. Support patient and family when patient is admitted to hospital.

Caregiver-Peritoneal and Hemo Dialysis Patient **04th January 2012 to 30th April 2015**

Al Wuheida Street, Dubai City, U.A.E

1. Assist patient by providing personal services such as bathing, dressing, grooming and during her Peritoneal and Hemo Dialysis treatment.
2. Assist nurses in manual handling of residents and with bathing.
3. Maintains a safe, secure, and healthy patient environment.
4. Responsible for ensuring patient have appropriate supplies.
5. Assist patients and nurses on external trips.
6. Participates in resident's social activities.
7. Support patient and family when patient is admitted to hospital.

Caregiver **01st July 2009 to 31st July 2011**

Umm Al Quwain City, U.A.E

1. Assist patient by providing personal services such as bathing, dressing, and grooming.
2. Assist nurses in manual handling of residents and with bathing.
3. Maintains a safe, secure, and healthy patient environment.
4. Responsible for ensuring patient have appropriate supplies.
5. Assist patients and nurses on external trips.
6. Participates in resident's social activities.
7. Support patient and family when patient is admitted to hospital.

EDUCATIONAL QUALIFICATIONS

- Practical Nursing Graduate, St. Augustine School of Nursing Manila Philippines (01st June 2006 to 17th May 2008).

- Human Resources Short Course Certification, Filipino Institute Abu Dhabi City, U.A.E (17th November 2017)
- Bachelor of Science in Home Arts and Entrepreneurship, Leyte Normal University Tacloban City, Philippines (04th June 2001-30th September 2001).

COMPUTER SKILLS

- MS Office
- Google Drive
- Spreadsheets
- Email
- Presentations / Slideshows
- Database Management
- Internet
- Social Media
- Graphics

REFERENCES

Reference Name : Mr. Sunil Mathews
Designation : Manager- HR Services
Company Name : NMC Healthcare-Corporate Office
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Relationship : Line Manager

Reference Name : Mr. Sushanth Crasta
Designation : Director of Human Resources
Company Name : NMC Provita International Medical Center
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Relationship : Line Manager

Reference Name : Mr. Yusuf Pakalakunja
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Relationship : Direct reporting