

# RUBY M. BASBAS

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## SUMMARY

To enhance my ability in my previous job and to gain more knowledge in the level of technology to reach my goal in life.

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## WORK EXPERIENCE

**ADMITTING STAFF , ST. JAMES HOSPITAL INC** **MAY 2022 TO FEB 2024**

- Get the important details of the patient such as full name, address, birthday
- Help patient to their needs, know the health history, do priming before admission.
- Assist the doctors and nurses regarding the procedure of the patient if necessary
- Approved HMO, know if the patient has Health card.

**RETAIL ASSOCIATE , BAKALA CONSUMER GOODS** **JUNE 2019 TO MAY 2022**

- Worked as retail associate my duties and responsibilities is to assist the customer on the most suitable products for their needs
- do online selling.

**CUSTOMER SERVICE REPRESENTATIVE, SPI GLOBAL TECH** **MAY 2017 TO JUNE 2019**

- Do purchased order thru online
- Get the list of order in SAP, details of the client
- Answered E-mail

**CUSTOMER SUPPORT ASSOCIATE, formally CONVERGYS** **MARCH 2016 NOV 2016**

- Help or assist customer regarding their contract if they want to renewed Plan or upgrade Plan
- Assist about the monthly usage
- Answered inquiry

**OWNED OF SMALLBUSINESS, CITY OF STA ROSA** **AUG 2011 TO JAN 2016**

- Make sure that all computers are in good running conditions
- Upgrade all computer games
- Change some computer parts if necessary

**PRODUCTION OPERATOR (QA/QC) ISPL ATEC** **JAN2000 TO JUNE 2000**

- Assigned in in Production, my job is QA/QC in line oversee the daily activity of the operator

**EDP ASSISTANT , FIRST POEOPLE'S BANK , TUNASAN MUN**

**JAN 1997 TO SEP 1998**

- Assigned in EDP dept as EDP assistant to developed the system of the bank

## **ADDITIONAL INFORMATION**

### **EDUCATION**

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**

**MAY 1991 TO MAY 1996**

AMA COMPUTER COLLEGE , MAKATI CAMPUS METRO MANILA

- Specialization in DEVELOPING SYSTEM

### **SKILLS**

- COSTUMER SERVICE, COMPUTER LITERACY, LEADERSHIP, ACTIVE LISTENING

### **REFERENCES**

MS. RONA COCHING - AREA SALES OPERATION MANAGER 09178099373

MS.JOAN DEDICATORIA -LICENSE TEACHER IN APEX SECONDARY TEACHING 09195072566

MS. MELGINE CORPUZ - GENERAL MANAGER BCTC 09777230680

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