



ANGELIQUEL LINDOG



Female



November 22, 1997



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Sharjah, United Arab Emirates

SKILLS

Skills:

Office management
Scheduling and calendar management
Legal document preparation
Invoicing and billing
Purchasing management

SUMMARY

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service

REFERENCES

Ms. Brenda Villanueva, Sales Staff/Wear Local, 09183322251

Mr. Jefferson Cerda, HMO Clerk/Lipa Medix Medical Center, 09296663336

EDUCATION



Lipa City Colleges, BSBA Major in Financial Management

June 2013 - March 2017

WORK EXPERIENCE



Wear Local, Admin Staff

DECEMBER 2021 - OCTOBER 2024

Handled daily office activities, including data entry and database auditing, maintaining smooth operations. Answered calls and emails efficiently, recording accurate messages and swiftly following up on enquires. Reconciled and kept safe small amounts of petty cash in line with financial



N.L. Villa Memorial Medical Center, Audit (part-time)

JUNE 2021 - DECEMBER 2021

Internal auditing for all department in hospital. Patient chart auditing for the final bill releasing. Accounting audits for the check release for doctors, suppliers, refunds, etc. Making and distributing Notice to explain for other staffs.



Lipa Medix Medical Center, Philhealth Clerk

OCTOBER 2018 - JUNE 2020

Assessing the files and requirements of every patient for filing to claim benefits to the government insurance. Reading the medical charts to make sure the billing staff uses the correct ICD code for the claims. And rechecking the CF4 file if the doctor missed to fill out. Filing all the claims that have already been uploaded to our company system and waiting for approval.



Lipa Medix Medical Center, Billing Clerk

JUNE 2018 - OCTOBER 2018

Resolved billing and service discrepancies to guarantee timely and accurate client billing and billing adjustments. Communicated with insurance companies for billing purposes. Completed daily billing, collections and reporting duties.



Lanco Nutritech Corporation, Purchasing Staff

MAY 2017 - JUNE 2018

Maintained clear, up-to-date purchasing documentation for reliable, comprehensive supply-chain records. Negotiating contracts with suppliers for the terms of payment, pricing and delivery of products.

