



# ANANIAS DIACAMOS JR.

FINANCIAL/MEDICAL  
UNDERWRITER/PROCUREMENT

nhandiacamos@yahoo.com ✉

0553807624 📞

Deira Dubai, United Arab Emirates 📍

20 December, 1986 📅

A customer oriented and highly motivated individual that aimed to obtain a job in the company that enhances advanced knowledge and skills for a progressive career. Total 7 Years work experience in the fields of financial services, medical and healthcare providers with Office Administration & Management.

## WORK EXPERIENCE

### LOAN UNDERWRITER

#### ARB CALL FACILITIES - 6 months

08/2018 – 03/2019

BGC Taguig, Philippines

##### Tasks

- Investigate information of borrower such as Financial liabilities, Credit History, Employment and Income. Analyze if borrower has the potential to pay their obligation. Officer in Approving, Hold and Deny loan applications evaluated. Verifies that all requirements of the operations/policy manual, as it pertains to underwriting have been met.

Contact: Angie Bauza – +639772669027

### MEDICAL UNDERWRITER/PURCHASING OFFICER

#### ARRIVA MEDICAL - 4 years & 8 months

03/2013 – 11/2017

BGC Taguig, Philippines

##### Tasks

- Review progress notes/patient record for Diabetes if patient has valid symptom of Diabetes. Verify information among patients, physician, insurance provider. Review patients medical records, investigate claims, report missing/incomplete documents, ensure proper coding, handled copay, balance & charge posting.
- Process appropriate claims documentation and system entry. Handled denials, appeals, posted and adjusted payments from insurance. Verified patient's eligibility and claims status with insurance companies.
- Review approved orders of the Doctor patients for diabetes testing supply. Processing the purchase of all medical equipment and items as per approved orders in the department. Request updated quotation and negotiate contract terms of agreement and pricing from approved vendors. External sourcing of the inquiry for best price and as per the requirement. Placing Purchase Orders to suppliers, track by expediting to ensure timely deliveries, ensure supply received as per order, verifying for any discrepancies like shortage, overage & damages during deliveries.

Contact: Eduardo Ladrangan – +639989557325

### QUALITY CONTROL INSPECTOR

#### OISHI CORPORATION - 2 years

06/2011 – 02/2013

Cavite, Philippines

##### Tasks

- Monitor operations to ensure that they meet production standards. Recommend adjustments to the assembly or production process. Inspect, test, or measure materials or products being produced. Discuss inspection results with those responsible for products. Ensure products are on Standard Quality.

Contact: Arlene Desiderio – +63(02)844 8441

## COMPETENCIES

Experience in financial services, medical & healthcare underwriting, Medical Transcription, Coding & Claims Processing Insurance & Medical Billing & Reimbursement, procurement & supply chain

Experience in manufacturing & hospitality industry, Management of Material Resources & Operations Analysis

Efficient communication skills, Computer Literate, Writing skills ability to read & write stenography

Strategic & Relationship Management, Integrity & Negotiation Skills

## TRAINING & CERTIFICATIONS

### Basic Accounting/Bookkeeping

Technical Education & Skills Development Authority

03/2018

### Dressmaking

La Salle Greenhills TVET (Technical Vocational Education Training)

06/2018

### HR Assistant

Primepower Man Power Services

11/2009 – 03/2010

On the Job Training

### Customer Service & Product Controller

Jollibee & Chowking - 3 years

07/2007 – 08/2009

## EDUCATION

BACHELORS DEGREE IN OFFICE ADMINISTRATION (2006 – 2010)

CITY UNIVERSITY OF PASAY PHILIPPINES

- Major in Management

## LANGUAGES

English  
Native or Bilingual Proficiency

Spanish  
Limited Working Proficiency

Tagalog  
Native or Bilingual Proficiency

Cebuano  
Native or Bilingual Proficiency