



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

Tagalog
Native or Bilingual Proficiency

Spanish
Limited Working Proficiency

Cebuano
Native or Bilingual Proficiency