

**Marilyn B. Pestano**

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**Current Address: Rolla Sharjah, UAE**



**Career Profile:**

To obtain a full time position in a challenging and result oriented environment utilizing my experiences in the field of **Sales/Purchase Coordinator, Customer Services, Secretarial cum Receptionist services, Medical Receptionist, Cashier.**

**Personal Qualities:**

- ✓ Possess good communication, Interpersonal skills & professional appearance.
- ✓ Dedicated, hardworking and responsible in nature.
- ✓ Professional manner with ability to exercise diplomacy in handling sensitive and confidential and coordination skills.
- ✓ Self- motivated.
- ✓ Has the ability to interact effectively.
- ✓ Ability to multi-task, can work under pressure
- ✓ Has the ability to handle a busy Switchboard.

**Work Profile:**

❑ **NMC Royal Medical Centre**

Sharjah, United Arab Emirates

November 17, 2019- Up to December 04, 2024

**Position: Front Office Executive (Medical Head Receptionist ) cum Cashier**

**Job Description:**

- Serves patients by greeting and helping them, scheduling appointments, and maintaining records accounts.
- Welcomes patients and visitors in person or on the telephone, answering or referring inquiries.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Registration of patient.
- Checking patient insurance eligibility.
- Helps patients in distress by responding to emergencies.
- Protects patients' rights by maintaining confidentiality of medical, personal, and financial information.
- Contributes to team effort by accomplishing related results as needed.
- Ensures availability of treatment information by filing and retrieving patient records.

- Comforts patients by anticipating patients' anxieties, answering patient questions, and maintaining the reception area.
- Keeps patient appointments on schedule by notifying patients arrival, and reminding if service delays.
- Collecting bills.

□ **Teejan Electrical Trading LLC**

Sharjah, United Arab Emirates

June 2011- Up to January 18, 2018

**Position: Personal Secretary cum Receptionist, Sales/Procurement Coordinator**

**Job Description:**

- Provide secretarial and administrative support in a fast-moving environment.
- Taking note and distributing minutes of meetings.
- Handling meetings and other personal things of Manager
- Monitor and respond to e-mails received, telephone screening and message taking in a courteous and attentive manner.
- Attend to the clerical needs, type's data inputting activities of the superior.
- Requisition of Materials and supplies for the use of the Department.
- Releasing and obtaining information within scope of delegate authority.
- Ensuring all inquiries is handled carefully and meets effectively.
- Provide Customer Service to the Client.
- Monitor the receivables of Client and Payables t Supplier.
- Follow up on payments, review accounts receivable aging to ensure compliance
- Handling client's inquiry & quotation thru mail or phone
- Preparing the clients delivery note & Sales Invoice
- Daily recording transaction.

□ **Hangten**

Sharjah, United Arab Emirates

March 2008 up to August 2009

**Position: Sales Representative / Cashier cum Accounts**

**Job Description:**

- Mainly responsible for handling and maintaining the storeroom and other related work to the storerooms
- Keeping records of the storage and tracking the number of items in storage
- Responsible for transferring goods from storeroom to the sales floor
- Responsible for receiving the deliveries and checking the goods
- Responsible for marking the goods with proper codes
- Responsible for a good relationship with the customers
- Working on computers to keep records of the goods and other related information.

❑ **Computer Literate**

- Knowledge MS Word & Excel
- Knowledge in Tally System
- Insta Software
- Unite Software
- Microsoft Outlook (Internet & Email)

❑ **Educational Background**

- **Bachelor of Science in Accountancy**  
1999-2003 **College of Immaculate Conception**, Cabanatuan, Philippines

❑ **Personal Detail**

- Nationality - Filipino
- Passport No. - P7567797B
- Visa Status - Tourist Visa

❑ **REFERENCE**

- Available on Request