

SHAIRA DENISSE ORPIA

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Hamdan Bin Mohammed Street, Abu Dhabi, United Arab Emirates



A dedicated social professional with analytical, problem-solving, and decision-making abilities. Seeking a career advancement and a challenging work environment.

EDUCATION

UNIVERSITY OF THE CORDILLERAS

Bachelor of Science in Business Administration major in Financial Management

BAGUIO CITY, PHILIPPINES

2018 – 2021

PROFESSIONAL EXPERIENCE

ACCENTURE

Transaction Processing Associate

MANILA, PHILIPPINES

2021 – 2023

Executed core business processes and transactions involving data entry/data capture according to defined methods, procedures, and standard delivery solutions to deliver business outcomes committed in the service level agreement.

Global Treasury Financial Services

- Productively performed daily bank reconciliation, invoice processing, and data entry tasks.
- Provided exceptional duties in account receivables management that resulted in the team's high performance.
- Assessed and resolved non-standard and standard issues or problems.
- Performed customer request/problem identification and followed defined incident notification and escalation procedures to ensure that they are communicated effectively and received proper management attention to be resolved correctly.
- Back-office support in accounting and financial services that handle international accounts.

LORMA MEDICAL CENTER

Philippine Health Insurance Coordinator

LA UNION, PHILIPPINES

2023 – 2024

Responsible for verifying and processing membership and eligibility of patients and collection of company's claims with PhilHealth.

- Verifies and process PhilHealth claims of patients based on their final diagnoses;
- Assist patients with inquiries about requirements and policies;
- Coordinate with Doctors and different departments at hospital on patients' diagnosis to compute and process the right PhilHealth Package and claims;
- Analyzing and placing the right and accurate ICD-10 Codes of all the patients Diagnoses;
- Checking of PhilHealth claims approval;
- Register and communicate with Doctors (Nephrologists) regarding Hemodialysis patients claims;
- Process annual PhilHealth Accreditation of Doctors and/or Physicians.
- Performs other duties that may be assigned from time to time

LEADERSHIP EXPERIENCE

JUNIOR FINANCE EXECUTIVES (JFINEX)

2nd Year Representative

UC - BAGUIO, PHILIPPINES

2019 – 2021

- Provided development opportunities to members who seek for social involvement, academic excellence, and improved leadership skills.
- Strategically contributed innovative ideas to support and provide different activities that promote social awareness and academic excellence in the business and finance field.
- Actively engaged in promotion of financial literacy, ethical practice, and oneness mentality among its members.

ADDITIONAL

TECHNICAL SKILLS:

- Advanced technical knowledge of Microsoft Office and Google Workspace.
- Working technical knowledge of SAP Accounting Software.
- Knowledge in medical ICD-10 Codes.
- Data Entry Expert.
- Excellent Customer Service.

OTHER SKILLS:

- Can-do attitude and an excellent problem solver.
- Highly dependable, multitasker, and independent.
- Excellent command in English.
- High level of administrative service and understand the importance of confidentiality.

I hereby certify that the above aforementioned information is true and correctly stated.


SHAIRA DENISSE S. ORPIA

Applicant