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IRISH JANE ASPERIN

SUMMARY

Office Clerk with more than 3 years of experience handling confidential tasks and making routine office tasks as efficient as possible, Front Liner agent in Dubai, United Arab Emirates, specially Western Union and Philippine transfer with 2 years of experience handling remittances sending / receiving to and from different countries. Last previous job landed as Billing Clerk at Butuan Medical Center and Technical Service Representative (TSR) Epson. Other job experiences as Call Center Agent and other remittance company locally for a short period of time.

LANGUAGES

English
Filipino / Tagalog

EDUCATION

Father Saturnino Urios University, San Francisco St., Butuan City, Philippines
Bachelor of Science in Commerce Major in Business Management
June 2002 - October 2006

Auston Institute of Management and Technology, Singapore
Diploma in Business Administration
March 2004 - November 2004

Father Urios High School, Ampayon, Butuan City, Philippines
June 1998 - March 2002

Butuan Central Elementary School, Butuan City, Philippines
June 1992 - March 1998

PROFESSIONAL EXPERIENCE

Butuan Medical Center, Butuan City, Philippines
Billing Clerk
February 6, 2023 – December 31, 2023

- Review charges and print initial billing/Statement of Accounts (SOA).
- Reprinting of Final Statement of Account (SOA), assignment of discharge number, and issuance of clearance slip after settlement of account.
- Inform respective station of Statement of Accounts (SOA) available for pick-up and settlement.
- Releasing of initial Statement of Account (SOA) for account settlement (if excess).
- Discharge account from HMIS and sending e-copy of discharged SOA to Admitting Unit.
- Issuance of Official Receipt for outright payments collected during 3PM-11PM timeframe.
- Preparation of Summary of Daily Discharge.
- Input billed data into the Daily Billed Report.
- Preparation of Daily Transmittal Reports for complete & Incomplete claims
- Accomplish the Drugs and Medicines costing portion in the Claim Form 4 (CF4) for the medication received by patient.
- Accomplishment of Billing tracker slip form for discharges indorsed for billing.
- Issuance of Official Receipt for outright payments collected during 11PM-7AM timeframe.
- Retrieve and input Progress Billing per patient to list of Currently Admitted Patients (IN-PATIENTS)
- Entry of Molecular Laboratory Testing Claims and printing of manual Statement of Account (SOA).

Teleperformance Philippines, EDSA Greenfield Mandaluyong City, Manila, Philippines
Technical Service Representative (TSR) - EPSON
February 28, 2022 - April 11, 2022

- Receive inbound calls
- Do some troubleshooting steps for Epson printers and scanners
- Do some troubleshooting steps for the PRODUCT, CONNECTION, DRIVER, and APPLICATION (wirelessly and USB)

Butuan Medical Center | Medical Records Clerk / *PhilHealth*, Butuan City, Philippines
Processor/Clerk
October 2016 - July 2019

Medical Records Clerk

- Responsible for the entry of admitted / discharges of patients in the Hospital Log Book
- Responsible for retrieval of records of patients if requested by doctors, other sections and patient/guardian Phil health Processor / Clerk
- Distribute patients medical charts to the designated doctors for their signatures
- Distribute patients medical charts to the PhilHealth processors for final checking and entry to be submitted at PhilHealth office
- Performs any other related Task

PhilHealth Processor/Clerk

- Distribute patients medical charts to the designated doctors for their signatures
- Distribute patients medical charts to the Philhealth processors
- for final checking and entry to be submitted at Philhealth office
- Performs any other related Task

Redha Al Ansari Exchange, Dubai, United Arab Emirates
Front Liner Agent Western Union & Philippine Transfer
December 2013 - January 2016

- Handle sending and receiving money through western union
- Handle customers complaints of western union transactions such as:
 - ❖ Hold transactions
 - ❖ Reinstate transactions (transactions not collected more than one month by the receiver)
 - ❖ Change beneficiaries
 - ❖ Philippine Transfer
- Handle transactions through Banks or Cash pick-up to the following
 - ❖ OPTIMUM BANK
 - ❖ ABS-CBN MY REMIT
 - ❖ METROBANK
 - ❖ BDO
 - ❖ RCBC
- Performs any other transaction such as
 - ❖ Releasing salaries (WPS)

RD Pawnshop Inc., Bayugan Branch, Bayugan City, Philippines
Cashier / Accounting / Clerk
May 2009 - July 2009

Cyber City Teleservices (Phils.), Inc. Davao City, Philippines
Call Center Agent
December 2008 - February - 2009

TRAINING ATTENDED

Certificate of Completion, Global Call Center Education Program, Davao City, Philippines
Teleservices Inc., Davao City, Philippines - **January 12, 2008**

SKILLS

Computer Literate

- ❖ Microsoft Office
- ❖ Other Computer Application

