



SHIELLA MEA J. ALFECHE

OPERATION SUPPORT

CONTACT

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SKILLS

- Task Management
- Computer Literacy
- Teamwork
- Time Management
- Leadership
- Communication Skills
- Critical Thinking
- Can work w/ less supervision

LANGUAGES

- English (Intermediate)
- Filipino (Fluent)

REFERENCE

Kim Eisa P. Dalaygon

Oro Integrated Cooperative
HR Supervisor- Talent
Acquisition Recruitment
Phone: +63956-534-1617

Email: hr_recruitment@oroIntegrated.coop



PROFILE

Motivated and results-oriented professional seeking a challenging, fast-paced role where I can apply my skills in task management and team collaboration. Eager to contribute to an organization that values efficiency, growth, and continuous improvement. Committed to delivering high-quality work and supporting team success that align with business goals.



WORK EXPERIENCE

Oro Integrated Cooperative 2023- 2025
HR specialist- Core Business Operation Support

- Provided clerical and administrative support to multiple departments including accounting & finance.
- Lead, mentor, and manage daily operations to improve team efficiency and meet deadlines.
- Ensure adherence to office policies and procedures.
- Prepare detailed reports on operations, highlighting successes and areas for improvement.

ADV Global 2022-2022
Medical Biller

- Review patient bills for accuracy and followed up unpaid claims.
- Ensure insurance payments met contract terms and manage accounts receivable collections.
- Analyze aging reports to prioritize and resolve outstanding balances.



EDUCATION

Bachelor of Science in Management Accounting 2018- 2022
PHINMA- Cagayan de Oro College

Accountancy, Business, and Management 2016- 2018
St. Ignatius Technical College