



Cherie Sim

CONTACT

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<https://cherie-c0de.github.io/Kx/>

ABOUT ME

Hard-working, autodidact and proactive. Specialised in administrative work and problem solving. Ambitious, eager to keep growing and evolving in my profession. Constantly developing new skills and abilities.

COMPETENCES

TECHNICAL

- Microsoft word
- Microsoft excel
- Microsoft Power Point
- Google's G Suite

SOFTWARE SKILLS

- UiPath
- Basic HTML
- Basic CSS
- JavaScript

REFERENCES

Available upon request.

EDUCATION

Republic Polytechnic

Pharmaceutical Science Diploma
2008/2011

RACE Robotics

Apprenticeship · 6-month Apprenticeship
March/Sept 2022

WORK EXPERIENCE

Nobel Heart Centre - [Clinic assistant] | 2015-2017

- Handle the administrative duties of the Heart Specialist centre.
- This includes registration and scheduling medical appointments for patients referred by other medical institutes.
- Assist in patient admission for inpatient surgery by liaising with the insurance providers and other third-party for the LOG
- Facilitate the admission process for patients by preparing and filling up the insurance documents
- Assist doctor in writing a "Thank-you" Letter for referrals of patients.
- Maintain and manage drugs inventory.

Pacific Bioscience [Procurement Executive] | 2017-2017

- Management of the procurement of medical supplies
- Sourcing and Liaising with suppliers/vendors to ensure pricing, quality and deliveries of medical products for Lagaay Medical Group
- Maintain and manage inventory for new orders
- Assisting the pharmacist with prescription processing to ensure the accuracy and completeness of prescription information
- Directing phone calls to relevant dept and preparing shipping documents like SO, DO, Invoice, LC etc

Telemedicine Admin | 2019-2020

- Provide patients information on relevant features/functionality on the
- Telemedicine apps -MHC CarePlus to cater to their specific medical needs
- Handle the administrative duties for a GP doctor's office.
- This includes preparing and generating payrolls of locum doctors
- Scheduling medical appointments for patients
- Assess and adjudicate medical claims and ensure proper payment in accordance with the benefit plan

Republic Polytechnic [Technical Support Officer] | 2020 - 2020

- Provide technical support to teaching staff in academic laboratories
- Responsible for the day-to-day operations and the upkeep of Food science laboratories including maintenance, preparation and demonstration of lab equipment such as water activity/texture analyzer etc
- Provide administrative support related to module lessons, workshops and projects which include trial runs for practical lessons
- Assist in the procurement of goods and services in the school by helping lecturers source lab materials
- Obtain Quotations and raise PO to vendors promptly
- Coordinate with suppliers on delivery of goods

Institute of Technical Education - ITE [CET Dept] | 2021 - 2021

- In charge of Enrolment and administration duties for the CET programme
- Attends and responds to school's admin requests, trainees' queries and complaints
- Attends to incoming calls and handles email correspondences
- Monitors and ensure all SkillsFuture claims and Giro payment are made before the course commence
- Assist in managing the in-house ITE software system and Training Provider SSG TP Gateway
- Verify the funding group status of course participants before billing
- Provide support in the preparation of practical/tutorial classes and logistic matters for Continuous Education Training (CET) courses