



Janeth Ampoloquio

CAREER SUMMARY

A diverse experience in administrative, human resource, training & recruitment, billing and insurance accounts that allowed me to be well equipped in various fields and in different professional environment.

PROFESSIONAL EXPERIENCE

CKP Middle East Consultants
March 2023 - August 2023
Sheikh Zayed Rd., Dubai, UAE

CKP Hospitality Consultants is a global hospitality design and concept firm that assists clients to plan, develop and implement successful F&B venues.

Executive Assistant

- Report to the Vice President and act as her personal assistant and to keep confidential all matters pertaining to that if Corporate and Directorial.
- Preparation of correspondences, minutes, reports and other typing works as required.
- Perform general secretarial duties for the Vice President e.g. secure appointments and travel arrangements.
- Handle and prioritize all outgoing or incoming correspondence (emails, letters, packages)
- Receive and screen phone calls and redirect them when appropriate.
- Handle confidential documents ensuring they remain secure.

Levantine Dental Clinic
December 2020 - December 2022
Al Safa 1, Dubai, UAE

A multispecialty dental clinic in Dubai, UAE offering all types of dental treatment.

Secretary /Admin

- Carries out administrative work.
- Dealing with correspondence and phone calls as point of contact.
- Managing database and filing system.
- Miscellaneous task support to managers such as conducting research, presentations and reports.
- Liaising with staff, suppliers and clients.
- Answers client queries and ensure quality customer service.
- Hands on experience on MS Office and medical software.
- Process renewals of contracts and licenses.
- Handles staff medical insurance and documentation.
- Manage both front and back of the office including billing support, scheduling, patient communication and filing.
- Maintain detailed patient medical records.
- Process medical insurance approvals of patients.
- Communicate and coordinate to different insurances for any related concern.

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Address:

Dubai, UAE

EDUCATION

Bachelor in Hotel and
Restaurant Service Technology

Bohol Island State University
Bohol, Philippines
2009-2013

PERSONAL DATA

Age : 31

Date of Birth : November 16, 1992

Nationality : Filipino

Civil Status : Single

KEY SKILLS

- Analytical thinking, Planning
- Strong Communication
- Tolerant and Flexible
- Organization and Prioritization
- Problem Solving
- Leadership
- Resourcefulness

CERTIFICATE

TEFL [Teaching English as a Foreign Language]

QUALIFICATION & SKILLS

- Computer proficient with skills on MS Office
- Outstanding customer service
- Quick learner and resourceful
- Multi-tasking capabilities
- Flexible and can associate with different nationalities
- Adaptive to changes and work pressures
- Ability to work efficiently with diverse personalities
- Perform strong work ethics
- Good command in English both written and spoken
- Well organized and enthusiastic

Healthperm Resource Ltd.
April 2018 - April 2020
Dubai Healthcare City, Dubai, UAE

A UK healthcare recruitment agency focused on providing healthcare jobs. The company focuses on the provision of recruitment services of healthcare professionals and other land-based jobs.

Document Specialist/Admin

- Manage the flow of documentation within the organization.
- Creating, maintaining, and updating information in the database.
- Perform a wide array of administrative task
- Handle inquiries on the services on which the company provides.
- Maintains good customer service.
- Handle reports and emails.
- Troubleshoot problems occurring during the processing of documents.
- Maintain utmost discretion when dealing with sensitive topics.
- Check accuracy of documents needed on the application process.
- Expertise on the recruitment process.
- Rebranding CV of applicants for client submission
- Manage interviews for candidates [face to face or online]
- Generates leads for outsourcing.

Camox Global HR Solutions
April 2016 - March 2018
Cebu City, Philippines

A leading human resource provider with over 25 years of experience offering comprehensive manpower recruitment and contracting services to diverse companies all over the world.

Resource/Recruitment Specialist

- Specialized on the recruitment process of the applicant, particularly healthcare professionals.
- Conduct orientation on recruitment process .
- Screen applicant and evaluate their work experience for the job requirement.
- Facilitate interview of candidates to employers and providing job offer to selected candidates.
- Sourcing of candidates for interview.
- Accurately record documents on the database.
- Review documents for completeness and accuracy.
- Managing emails, reports and presentation.
- Developed and maintain filing system.

Mister Donut Co.
September 2013 - December 2014
Cebu City, Philippines

One of the largest donut chains in the world and respected leader in the license industry with over 5500 shops , especially in Asia.

Billing and Collection Officer

- Handles unpaid accounts of all franchise shops.
- Provide statement of account for all franchise owners.
- Make reports on all account balance per shops.
- Provide customer service on clients.
- Collect unpaid billings of franchisee.
- Handles reports for submission to head office billing and accounts.
- Prepare receipts and invoices for audit purposes.
- Conduct client reconciliation per franchisee's shop account.