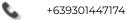
SHEENA BANASTAS

Phase 9 Package 7 Block 24 Lot 18A Bagong Silang, Caloocan City, 1428



sheenabanastas022399@gmail.com





To enchance my knowledge and skills and to be able to work in a career oriented and challenging environment that promotes personal growth and uplifts professional developments





University of Caloocan City

Tulip St. Area C, Camarin Caloocan City **Bachelor of Science in Office Administration**

SOFT SKILLS

Willingness to learn	Attention to detail
Time Management	Adaptability
Multitasking	Goal-oriented
Team player	Flexibility



Mark Anthony Santos

Associate Software Engineer Sprobe Inc. 09090688481



WORK EXPERIENCE

Accenture Philippines

Robinsons Cybergate Towers 1, 2 And 3, EDSA cor. Pioneer Street, Mandaluyong City 1554 Manila Metro Manila January 2021 - Present

Data Analyst - Health Admin Service Processor

September 2021 - Present

Data Analyst - Bussiness Transaction Processor

January 2021 - September 2021

- Aligned to financial services, banking, Insurance and Capital market vertical which is focused on helping clients with their tax preparations, insurance coverage, and investment portfolios.
- Focuses on managing collections and disputes such as debt collection, reporting on aged debt, bad debt provisioning.
- Responsible for follow up or missing remittances, prepare refund package
- Record all collections activities in a consistent manner as per client process (tool)
- Delivery of process requirements to achieve key performance targets
- Ensure compliance to internal controls standard and regulations.

J-K Network Services

U5Qrst Crissant 272 Commonwealth Avenue, Old Balara 1100 Quezon City Metro Manila

Recruitment Associate

August 2020 - November 2020

- Design and implement overall recruiting strategy
- Develop and update job desceiption and job specifications
- Prepare recruitment materials and post jobs to appropriate job board/job portals etc.
- Source and recruit candidates by using databases, social media etc.
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/method to filter candidates within schedule
- Onboard new employees in order to become fully integrated
- Provide Analytical and well documented recruiting reports to the rest of the team.



TECHNICAL SKILLS

Data Analytics and Interpretation Customer Billing
Category Management Strategy Cost Accounting

Customer Interaction Handling Electronic Medical Records

Sourcing and Procurement Strategy