

DAN LENNARD RAMOS



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0561650811



RAS AL KHAIMAH, UAE
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EDUCATION

Bachelor of Science,
NURSING
ST. DOMINIC COLLEGE
OF ARTS AND SCIENCES,
PHILIPPINES
June 2004 - March 2008

High School Diploma
ROSARIO INSTITUTE,
PHILLIPINES
June 1999 - March 2003

Diploma
ROSARIO ELEMENTARY
SCHOOL, PHILIPPINES
June 1993 - March 1999

LANGUAGES

English

Proficient (C2)

Arabic

Beginner

PROFESSIONAL SUMMARY

Driven and dedicated professional with strong background in financial administration and customer service. Proficient in managing billing processes and resolving client queries with excellent accuracy and communication skills. Highly motivated with positive attitude and seeking to learn and improve my skills in another level.

WORK HISTORY

May 2013 - Current

RAK HOSPITAL - SENIOR BILLING EXECUTIVE, RAS AL KHAIMAH, UAE

1. Knowledgeable on IN-PATIENT and OUT-PATIENT Billing services
2. Knows regarding the insurance card policy and coverage for hospitals services
3. Collect the necessary amount to all patient's whatever services that the doctor will order (blood test, X-ray, Ct Scan, MRI)
4. Interpreted complex financial data to support management decision making processes.
5. Gives a proper appointments to all of the patient
6. Explains all necessary information to all patient under insurance and cash whether Outpatient services or In patient Services
7. Conducted regular audits of billing procedures, identifying areas for improvement.
8. Maintain strict confidentiality
9. Answering patients billing queries
10. Paying attention to many details in order to translate records precisely and accurately

July 2008 - December 2010

QUALIFIRST HEALTH INC. - MEDICAL REPRESENTATIVE, PHILIPPINES

1. Manage my territory in the field of selling pharmaceutical and health care products by establishing good relationship with clients.
2. Promoting and marketing of pharmaceutical products to hospitals.
3. Reporting monthly action plans.
4. In charge of the inventory of our stocks on our partner drug stores.
5. Conducts product presentation to all target markets
6. Monitors sales performance and makes sure that sales target are achieve within the specified time

SKILLS

- Microsoft office mastery
- Advanced multitasking
- Innovative thinking
- Use of billing software
- Critical-thinking
- Customer service excellence
- Change readiness

AWARDS, ACCOMPLISHMENTS, AND HONOURS

- 1, UNSUNG HERO 2020 - RAK HOSPITAL
2. CUSTOMER CHOICE AWARD 2023 - RAK HOSPITAL