

VIRGINIA CABALLERO

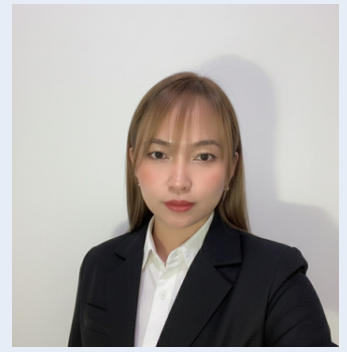
Contracting | Medical Coder/ | Vendor Management

Dubai, United Arab Emirates

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SUMMARY

Highly motivated professional with over 10 years of experience in providing high-level support to senior leadership. Proficient in managing calendars, organizing meetings and events, handling confidential documents and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team. Open, Dependable and Connected.

EDUCATION

Bachelor's Degree in Information & Technology

ACLC College of Ormoc City, Leyte

Diploma in Healthcare Service

Western Leyte College of Ormoc City

Healthcare Administration - KHDA Approved

Newton Training Centre, Dubai, UAE

Medical Coding

Newton Training Centre, Dubai, UAE

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in various handling of systems (ETOS, SEJOUR, DOCMATE, MS Office, Web-based Travel system, Electronic Health Records.)
- Strong data analysis.
- Attention to detail
- Document Management
- Flexibility to work in any field.
- Medical Coding (ICD-10, CPT, HPCS)

CERTIFICATIONS

- Certificate of Completion - DIHAD 2025
- SPARK SUMMIT - Leadership Speaker
- Ten Accomplished Youth Organization -
- Emirates Red Crescent Volunteer
- Child Fund Philippines Volunteer
- Coalition of Children & Youth
- Associations National Conference

REFERENCES

Will be available upon request.

PROFESSIONAL EXPERIENCE

Contracting Executive

Rida International Tourism & Travel LLC | 2024 - Present

- Manage updates in the ETOS System.
- Contract handling and analyzing.
- Manage daily email promotions of hotels & restaurants.
- Manage updates of Hotel contracts in tariffs.

Contracting Executive/Rate Analyst

Sabco Top Tourism LLC | 2022- 2024

- Update web-based travel system.
- Detect trends and help reduce competitive rates and offerings to have a successful business strategy.
- Ensure the booking process is up to date & functional.
- Handling amendments and disputes, and facilitating renegotiation when needed.

Medical Secretary

Prince Sultan Military Medical Centre | 2018 - 2020

- Schedule appointments and surgeries, manage the schedules of medical staff, and send appointment reminders.
- Greet and assist patients, answer phones, and provide information.
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence.
- Maintain and organize detailed patient records, medical history, and insurance information confidentially and systematically.
- Process patient billing, invoices, and payments, and work with insurance companies to process claims.

Administrative Aide

Congressional District Office - 4th District of Leyte 2012 - 2017

- Preparing agendas, taking detailed minutes during meetings, and coordinating meetings.
- Drafting correspondence, assisting staff members with their administrative needs, and providing general support to visitors.
- Preparing, organizing, and maintaining both paper and digital filing systems for documents, reports, and other information.
- Managing databases and spreadsheets.
- Answering and directing phone calls, responding to emails, and acting as a point of contact for clients and other partners.