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|  |  | SKILLS |
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| John Paul paulinoProfileTo be able to work in an institution where I use my skills and knowledge to deliver value added results as well as to enhance my learning eager to get opportunities to improve myself professionally and contribute to the growth of the customer to achieve its goal.CONTACTPHONE:+639353477974/+639706230261LINKEDIN:https://www.linkedin.com/in/john-paul-p-5a108525a/EMAILPaulinojohnpaul19@gmail.com |  | WORK EXPERIENCE |
|  | JOB ORDERDEPARTMENT OF LABOR AND EMPLOYMENTJANUARY 2021- SEPTEMBER 2021Responsible for interviewing beneficiaries and encoding of their personal data in DOLE system. Assist them of their complains. Making PowerPoint presentation for our Focal persons. Over 8 months of service as a Job order I made 5 presentations, and encoded 73% of 3500 beneficiaries in 12 projects of DOLE.DIgital imaging specialistiron mountainApril 2022 – July 2022Involve in indexing to manually encode the missing data of BDO Clients. Scanned and Quality control to maintain a quality of the images. Top trainee of our batch and have the highest encoded data’s client.Claims processoreitiAugust 2022- November 2022In charge of processing the bills Maxicare Clients’ HMO. Obtain and verify information, correspond with providers and beneficiaries, and process claim payments. Always got our quota and processed the hard bills of our group.  |
|  | EDUCATION |
|  |  | bachelor of secondary education major in mathematicsosmeÑa colleges2016-2020 |