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|  |  | JANICE N. PANO |
| Profile I'm a highly motivated and adaptable professional with strong critical thinking, communication, and active listening skills. Known for being reliable, responsible, and hardworking, with a proactive approach to problem-solving. Thrives in both collaborative team environments and independent roles, demonstrating enthusiasm and resilience in tackling challenges. Dedicated to maintaining high standards and contributing meaningfully to organizational success. Contact PHONE:  +63 9356137945  EMAIL:  [Jharulesqueen02@gmail.com](mailto:Jharulesqueen02@gmail.com)  Address:  B. Morada Ave Lipa City Batangas 4217 |  | WORK EXPERIENCEULTIMATE CARE TRADING LIPA*ACCOUNTING STAFF/OIC*  (06/01/2014 - 09/05/2016)   * Receiving and Recording Payments for Accounts Receivable * Handling of Transpo Budget  TTEC Lipa Site – Telstra*CUSTOMER SERVICE CONSULTANT* (3/20/17 - 01/11/2018 )   * Mobile Assurance Tech Support * Residential Billing Consultant  PCMS (Primary Care Management Services)*MEDICAL BILLING SPECIALIST* (01/11/2018 - PRESENT)   * Collection of professional Doctors fee * Claims Status Inquiry * Filling of Reconsideration and Appeals * Checking of Members Eligibility and COB (Coordination of Benefits)  EDUCATION **AMA COMPUTER COLLEGE LIPA BATANGAS**  (1997-1999) THE MABINI ACADEMY LIPA BATNGAS (1994-1997) **SKILLS**  * Active Listening * Critical Thinking * Communication Skills |