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|  |  | JANICE N. PANO |
| ProfileI'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.ContactPHONE:+63 9356137945 EMAIL:Jharulesqueen02@gmail.comAddress: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
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