



MAYLENE MUÑOZ

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Abucay, Bataan
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OBJECTIVE

To serve and grown in an Institution where can I fully realized my potentials, can be an asset of the company and be an active contributor in its development.

To work hard with full dedication for the achievement of the organization objective under satisfying job contract, hence enhancing my skill, knowledge and ready to learn new things.

REFERENCES

Floris Cabatuan
Acquiro Outsourcing Services
+639204960746

Hon. Roy Samson Cruz
Abucay Municipal Councilor
+639474960278

WORK EXPERIENCE

ACQUIRO OUTSOURCING SERVICES
Abucay, Bataan
2018 - 2022

LTC BPO
Abucay, Bataan
2013 - 2015

Data Encoder / Analyst

Entering and Enrolling Medical records for United Insurance Group (UIG) such as UHC, Aetna, Priority Health etc. Maintains database by entering new and updated customer and account information

Data Encoder

Maintains database by entering new and updated customer and account information for United Insurance Group (UIG)

EDUCATION

STI COLLEGE
Balanga, Bataan
2011 - 2013

Diploma in Information Technology

Graduate

SKILLS

Microsoft Word	● ● ● ● ●
Microsoft Excel	● ● ● ● ●
Adobe Photoshop	● ● ● ● ●
Communication Skill	● ● ● ● ●
Attention to Detail	● ● ● ● ●
Flexibility	● ● ● ● ●
Patience	● ● ● ● ●
Speed	● ● ● ● ●