

ALLAN SACRAMENTO LLANOS

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**CAREER OBJECTIVE:**

Seeking a dynamic role within a reputable company where I can leverage and enhance my existing skills and abilities. Committed to pursuing a stimulating career path that fosters continuous professional development and advancement. Eager to contribute to the success of the organization by applying my educational background, diverse experiences, and qualifications to drive innovation and achieve mutual growth.

SUMMARY OF QUALIFICATIONS:

- Self-motivated, goal-oriented, and hardworking individual committed to achieving objectives efficiently.
- Knowledge in Microsoft Office, troubleshooting of computers, printers, and office machinery, with experience in installing computer programs, applications, and basic LAN/WAN networking.
- Skilled in the installation of security lock systems and operation of office machinery and equipment.
- Understanding of first aid and life support procedures and medical emergencies.
- Ability to lifting and moving heavy objects safely and physical tasks.
- Skilled driver with a focus on safe and responsible operation of vehicles, capable of navigating road conditions and timely transportation of goods or passengers.

WORK EXPERIENCES:**NEXTCARE QATAR**

Claims Management Department

- Oversee the daily monitoring and reception of claims submissions from providers, ensuring timely and accurate processing.
- Tracked and recorded all claims received from providers, maintaining organized documentation.
- Segregate claims by payer, accurately count and track them, and encode the number of invoices into the TATSHBO system to generate BID codes per payer.
- Verified completeness and adherence to standard formats of submitted claims.
- Conducted daily monitoring, verification, and downloading of claims from the company's FTP portal.
- Handled filing and uploading of document claims to the file exchange platform, generating the links for distribution purposes.
- Prepared and distributed the "Daily Claims Report" to the Claims Management Team for processing.
- Coordinated with providers to address corrections or incomplete information in claim submissions.
- Liaised with providers regarding claims submissions and notified them of PO approvals.
- Received POs from the Finance Team and ensured timely distribution to payers, attaching relevant documents claims as required.

CLAIMS MANAGEMENT COORDINATOR

August 2020 – May 2024

POWER INTERNATIONAL HOLDING

Group Treasury Department

- Handled submission of bank applications, documents, and cheque deposits.
- Organized delivery and collection of documents with banks and the Group Treasury Department.
- Maintained record-keeping for bank correspondence files and archiving.
- Handled distribution and circulation of documents for the Group Treasury Department.
- Arranged other assigned tasks given by the Treasury Director/Team.

BANK COORDINATOR

June 2019 – March 2020

AL BANDARY ENGR., TRAD. & CONTG. WLL

Facility Department at B-Square Mall

- Conducted regular safety inspections and audits of mall facilities to identify potential hazards and ensure compliance with safety regulations and standards.
- Organized and facilitated safety training sessions for mall staff and contractors, focusing on hazard identification, emergency procedures, and proper use of personal protective equipment (PPE).
- Responded promptly to incidents and accidents, providing immediate assistance to injured individuals and conducting thorough investigations to prevent recurrence.
- Prepared and communicated risk assessment reports to engineers and managers.

HSE OFFICER

Dec 2016 – Nov 2017

- Investigated incidents and accidents, preparing detailed reports on their causes.
- Maintained records of safety activities and investigated incidents and accidents, for proper tracking and reporting.
- Developed and implemented emergency response plans to effectively respond to various emergencies, conducting drills to test readiness and ensure an effective response.
- Continuously sought opportunities for improvement in safety processes and systems, implementing initiatives to enhance safety performance and reduce risks within the mall premises.
- Ensured the safety and well-being of all individuals within the mall premises.

FASHION ARABIA

Jumeirah 1, Dubai - UAE

Logistics & Office Support / Driver

December 2015 – March 2016

- Received incoming goods and shipments, ensuring both quality and quantity met company standards.
- Tracked and expedited purchase processes, created packing lists, and updated shipment information in the database for accurate inventory management.
- Stocked and monitored storeroom inventory and updating the shipment information as needed.
- Coordinated with the warehouse to ensure proper working order, stock availability, and inventory accuracy in the storeroom.
- Managed store orders and stock, including packing items for dispatch and delivery to customers.
- Responsible for transportation activities, including picking up and dropping off employees at various work locations, as well as procuring and transferring materials and goods between shops and outlet stores.
- Handled the delivery of important documents, shipments, bank transactions, and daily cash collections for store and outlet operations.

TRAINING COURSES ATTENDED:

- Fire Warden Course - Doha Industrial Safety Services
- Emergency Response Management Awareness Course (BLS & ACLS and First Aid Training Course) – World Safety Organization-NOQ
- NEBOSH – Enertech Qatar
- Managing Safely approved & validated by Institution of Occupational Safety & Health, IOSH – RCS International
- Construction, Occupational Safety and Health (COSH) - Certificates of Completion
- First Aid and Emergency Training - Philippine Red Cross

EDUCATION:

Tertiary:

- **AMA Computer Learning Center (Alabang Branch)**
Alabang, Muntinlupa City
Course : **Computer Technician**
SY 1997-1999
- **University of Perpetual Help System**
Brgy. San Gabriel GMA, Cavite
Course : **Bachelor of Science in Nursing**
SY 2004-2008

Character Reference upon request:

I hereby certify that information mentioned above are all true and correct upon the best of my knowledge and beliefs.