



JOEMELL ENRIQUEZ CALAYAG
NATIONALITY: FILIPINO

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OBJECTIVE: To build career in growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continues learning and commitment.

WORK EXPERIENCE

MOUWASAT HOSPITAL DAMMAM KSA

Position: Billing Clerk – Finance Department

- May 2019 – May 2020

Position: Secretary – Performance Improvement (Quality Improvement) Department

- September 2013 – May 2019

ST. VINCENT EENT HOSPITAL

Position: Administrative Secretary

- January 4, 2021 - August 15, 2024

MOUWASAT HOSPITAL DAMMAM ACCREDITED BY:

- JOINT COMMISSION INTERNATIONAL (JCI)
- CENTRAL BOARD ASSOCIATION of HEALTHCARE INSTITUTIONS (CBAHI)
- John Hopkins Aramco Healthcare (JHAH)

- American College of Cardiology (ACC)
- American College of Radiology (ACR)
- Center of Excellence (COE)
 - Orthopedic
 - Neurosurgery
 - Bariatric
- College of American Pathologist (CAP)
- American Association of Blood Bank (AABB)
- The Healthcare Information and Management Systems Society (HIMSS)
- Hazard Analysis Critical Control Point (HACCP)

P. O. Box 282 Dammam, 31411 Saudi Arabia
 Tel: 03-820-0000
 Fax: 03-820-3436

Job Description (Administrative Secretary):

- Handle and manage all incoming and outgoing correspondence, including emails, letters, and phone calls;
- Maintain and update the filing system, ensuring that all documents are properly organized and easily accessible;
- Prepare and distribute meeting agendas, minutes, and other necessary documents;
- Manage and maintain office calendars, scheduling appointments and reminding employees of upcoming events or deadlines;
- Assist in the preparation of reports, presentations, and other business documents;
- Manage office supplies inventory, order new supplies when needed, and ensure proper maintenance of office equipment;
- Coordinate internal and external communications, including routing calls, taking messages, and responding to inquiries;
- Assist in the planning and execution of company events and employee engagement activities.

Job Description (Billing Clerk):

- Responsible of the monthly billing for the services rendered to all credit patients.

Job Description (Secretary):

- Participating in Hospital Accreditation, Departmental and Hospital-Wide like:
 - Joint Commission International (JCI);
 - Central Board Association of Healthcare Institutions (CBAHI);
 - John Hopkins Aramco Healthcare (JHAH);
 - American College of Cardiology (ACC);
 - American College of Radiology (ACR);

- Center of Excellence (COE) for Orthopedic and Neurosurgery.
- Hospital Committee Quality Control
- Performs general secretarial duties by preparing, compiling, and maintaining administrative work-related records and systems, ability to communicate clearly with all levels of hospital employees including Department Heads of the hospitals. Possess reliable knowledge of organization and function, departmental policies and procedures. Ability to work flexible hours when needed.

EDUCATIONAL BACKGROUND & QUALIFICATIONS

Certificate of Attendance:

- Introduction to Caregiving

Shielded Metal Arc Welding (SMAW):

- National Certificate (NC1 & NC2)

OSHA General Industry – 30 Hours

MOUWASAT HOSPITAL (DAMMAM) SEMINARS

College	: 2005 – 2007 – Computer Technology Bulacan Polytechnic College, Philippines Malolos City, Bulacan
Secondary	: 2001 – 2005 Marcelo Del Pilar High School Sta. Isabel, Malolos, Bulacan, Philippines
Elementary	: 1995 – 2001 Barasoain Memorial Elementary School Mojon, Malolos City, Bulacan, Philippines