



MIDAS JOCSON ARCEGA

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ADDRESS: DEIRA DUBAI, UNITED ARAB EMIRATES

PERSONAL INFORMATION

Date of Birth : August 28, 1984

Age : 36 y/o

Gender : Male

Nationality : Filipino

Civil Status : Married

Visa Status : Residence Visa valid until 17.12.2022

CORE STRENGTHS

- Strong attention to details, organizational skills and excellent communication skills
- Honest and trustworthy
- Strong client and customer relation skills
- Energetic work attitude, Flexible and Team Player
- Ability to handle pressures in different work environment

SKILLS

- Computer Literate, Internet Savvy,
- Proficiency in Microsoft Application (Word, Excel, PowerPoint, Outlook)
- Troubleshooting Capabilities
- Administrative, Human Resource, and PRO Skills
- SAP-HCM system and Smart Documents system.

ACADEMIC QUALIFICATIONS

- 2002 to 2006 BACHELOR OF SCIENCE MAJOR IN MEDICAL TECHNOLOGY
Manila Central University, Caloocan City, Philippines

* Intern's President (Philippine Heart Center)

* Most Outstanding Intern in Community service

- 2001 to 2002 BUSINESS ADMINISTRATION IN MANAGEMENT
University of the East, Caloocan City, Philippines

EMPLOYMENT HISTORY

NEXTCARE

Position: Medical Claims Processor

Inclusive Dates: August 19, 2019 - September 29, 2020

- Ensures that insurance claims information is entered into the system correctly, to ensure accurate processing and timely payment.
- Ensures that provider's fees and service items charges coincide with their existing contract price list with NextCare
- Ensures the accuracy of the entered data as per the existing standard steps and procedures of direct claims processing.
- Compares data on claims application
- Screens claim documents and process claim adjustment.
- Ensures Payment Orders are properly created and forwarded accordingly for final documentation and filing.
- Ensures Adaptability in various work-related tasks to be able to facilitate a multi-tasking role.
- Ensures that a high-quality standard of work performance is achieved at all times.
- Makes sure that claims are properly audited of all data entered with accurate medical claims details.
- Notes all discrepancies during the course of the system process and notifies immediate supervisor.

DUBAI ELECTRICITY AND WATER AUTHORITY

Position: Human Resource Executive and Administrative Assistant – Payroll Section

Inclusive Dates: May 15, 2016 – Oct 14, 2018

- Processing of employee allowances, payments, and deductions using SAP-HCM system
- Testing and running a new system in SAP
- Creating a different report using different formulas in Microsoft Excel
- Communicating with all employees inquiry through Outlook
- Preparation of memos using the online system- Smart Documents.
- Processing of Employees' children education fees allowance, Mobile Phone allowance, and Shift Allowance
- Communicating with employee and schools coordinators regarding school invoices.
- Tracking and updating of employee allowances through Microsoft Excel / Spreadsheets.
- Validating and Checking records of all employees for processing Air passage allowance.
- Calculating and running employees' overtime.
- Checking of employees Final Settlement and End of Service requirements.
- Using of different formulas for easy calculation and validation through Microsoft Excel
- Maintaining and updating employee record on SAP and manual file
- Consolidating all DEWA old files and creates a database. Establish and maintain effective filing system.
- Provide HR support and advice to employees and managers.
- Provide back-up and assistance in times of vacation, leave, and absence in order to ensure an uninterrupted flow of operations with regard to staff support, and all office issues.
- Answer all phones promptly and in a pleasant and professional manner. Take detailed messages and deliver them without delay to the intended party.

CERTIFICATES AND LICENSES

- 2017 – Microsoft Excel Advance and Intermediate
Market Trade Academy, Dubai, U.A.E
* With Honor
- Oct 2008 to Present - Licensed Medical Technologist
- 2008 to Present - Licensed Drug Analyst

LANGUAGE KNOWN

- ENGLISH
- FILIPINO

PRESENT ADDRESS

- Deira , Dubai. United Arab Emirates

ORGANIZATION

- Philippine Association of Medical Technologist
Oct 2008-present
- Sangguniang Kabataan Councilor
Bangkulasi, Navotas City Philippines
2002-2007

AL FUTTAIM – ORIENT INSURANCE

Position: Insurance Advisor

Inclusive Dates: Aug 26, 2015 – April 14, 2016

- Cold calling to introduce the different insurance product to the client
- Meeting and dealing with customers to discuss and provide detailed information about the product.
- Following up on potential customers and new referrals.
- Selling with honesty and integrity by profiling the customers to the right product that can surely benefit them.
- Picking up of documents of the customers.
- Calling existing client to remind them of the Annual Premium that are due for payment.
- Preparing Different Marketing strategies
- Maintain excellent relationships with existing clients.

ALTA VISTA TRADING L.L.C

Position: Human Resource Coordinator/Administrative Assistant and Public Relation Officer (PRO)

Inclusive Dates: May 30, 2012 – March 31, 2014

- Arrange visa (work permit, tourist visa, visit visa etc.) application and getting approval for the same.
- Schedule and coordinate medical exams for crew and staff visa applications
- Submit documents to the Post Office Or Labour office – Visa submission
- Typing and processing Labour Card & Labour Contract applications and related Immigration documents.
- Record keeping & Monitoring of all application to avoid fines and penalties
- Paying Labour Office Fees./ Change Of status Fees / Transfer Visa Fees / Relative Labour Card Fees/ Paying Bank Guarantees
- Maintain petty cash for PR activities and work closely with accounts department to settle advances in a timely manner
- Monitor and ensure sufficient quota is in place on relevant company entities for new visa applications
- Liaise with relevant labour and immigration authorities to resolve issues related to labour bans, absconding cases and blocked files
- Renewing of company Trade Licenses in Economic Department and following its legal procedure.
- Responsible for company car registration and its renewal and all other related task in RTA
- Assist in all general inquiries concerning labour and immigration matters.
- Act as the in charge person for all the government transaction.
- Processing the renewal of Direct alarm system in Civil Defense Department
- Posting job advertisement thru online sites and other platform, screening potential candidates and Scheduling interviews.
- Communicating with recruitment agency through phone and emails if necessary
- Assist in issuing offer letters and contracts
- Maintains and keeps confidential records of all employees.
- Maintains Daily Attendance, Sick Leave and Annual Leave Records of the Employee.
- Preparing of Monthly Payroll and Processing thru WPS (thru Exchange Centers)
- Assist in making Company Memos and Policies
- Arrangement of visa for holiday and business related travel for managers and Annual leave travels for employees.
- Schedule meetings and appointment for Managers and Sales Person
- Preparation of Quotation and Purchased Order
- Receiving and delivery of proper information through calls from client and supplier
- Troubleshoots computer problems and keeping all system antivirus updated
- Updating of all company record in banks
- Processing of DEWA, ETISALAT, DU and other bank payments