



ANDY B. AYDALLA
Al Manama Bldg. Al Bustan Area, Ajman, UAE
050 569 9541 | aydallaandy92@gmail.com
Visa Status: Visit Visa until December 13, 2024

OBJECTIVE:

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals. I want to excel in this field with hard work, perseverance and dedication. To join a company that offers me stable and positive atmosphere and inspires me to enhance and therefore to innovate work culture for the betterment of all parties concerned.

EXPERIENCE:

- **Purchasing Staff (University of Santo Tomas Legazpi Hospital)**
February 2017 to September 27, 2024
 - Research potential Suppliers
 - Compare and evaluate offers from suppliers
 - Negotiate contract terms of agreement and pricing
 - Review of quality of purchased products
 - Maintain log of requests and keep team up to date on progress of each request
 - Monitor vendor performance, compile and maintain vendor data base
 - Maintains records of goods ordered and invoices received. Also evaluate suppliers based on the price, quality, and speed of the delivery of their products and services.
 - Encode monitoring and discount report
 - Manage inventory of medicines, central supplies, and dietary supplies
 - Coordinate delivery and storage operations
 - Identify business requirements for goods, materials, and services.
 - negotiate contract terms of agreement and pricing
 - enter order details (e.g. vendors, quantities, prices) into the system
 - monitor stock levels and place orders as needed
 - coordinate with warehouse staff to ensure proper storage

- **Billing Staff (University of Santo Tomas Legazpi Hospital)**
February 23, 2015 to February 2017

- Perform patient billing communication that includes creating and distributing bills, explaining charges, and supporting patients in understanding their insurance coverage.
- Maintains required billing reports, records, and files
- Review and add charge information to data entry program
- Research all information needed to complete the billing process among which is information from physicians and providers
- Verify patients' insurance coverage
- Review coding information about diagnosis charge and procedure performed
- Performing administrative tasks such as answering phone calls and responding to emails.
- Keeping all patient records confidential.

PERSONAL DETAILS:

Date of Birth: June 3, 1992
 Marital Status: Single
 Nationality: Filipino
 Gender: Male

EDUCATION:

AQUINAS UNIVERSITY OF LEGAZPI

2010 - 2014

Bachelor of Science in Business Administration

Major in **Marketing Management**

ADDITIONAL INFORMATION:

Student Assistant

2010 – 2014 (assigned at Library and Information Science)

Aquinas University of Legazpi

Awards:

San Alberto Magno Outstanding Performance Award

Silver Awardee 2017-2018 (University of Santo Tomas Legazpi Hospital)

San Alberto Magno Outstanding Performance Award

Silver Awardee 2016-2017 (University Santo Tomas Legazpi Hospital)

Achieved perfect attendance and punctuality for seven years. **(University of Santo Tomas Legazpi Hospital)**