

# GENNY LOU R. BAZAR

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**Objectives:** To be a part of a company that will promote a challenging work environment in order to continuously learn and develop my skills as I serve the goals of the company.

## Work Experiences:

### **International SOS- Doha, Qatar**

December 2023- June 30, 2025

#### **Medical Referral Coordinator**

**Job Responsibilities:** Assisting the Guest (Afghan Refugees) to the hospital to get a medical assistant while waiting their visa going to USA. I also do administrative works like updating the patient profile in our system and documentation.

### **Aman Hospital LLC- Doha, Qatar**

March 13, 2022- December 2023

#### **Patient Services Associate/ Receptionist**

**Job Responsibilities:** Assisting the patients (appointments, request/inquiries/complaints, insurance process), Answering emails and phone calls, Does administrative work (filing, typing and documentation), Monitoring the supplies needed in the department. Knowledgeable in PACS and RIS (radiology system). Knows how to operate the card machine (POS).

### **Burjeel Hospital LLC- UAE**

November 2020- August 2021

#### **Patient Services Executive/ Receptionist**

**Job Responsibilities:** Assisting the patients (appointments, request/inquiries/complaints, insurance process), Answering emails and phone calls, Does administrative work (filing, typing and documentation), Monitoring the supplies needed in the department. Knows how to operate the card machine (POS).

### **Zayed Military Hospital- UAE**

December 2016- October 2020

#### **Medical Receptionist**

**Job Responsibilities:** Give appointment to the patients, Assisting the nurses and doctors on medical reports. Guiding the patients. Does Medical statistics report. Answer phone inquiries. Knowledgeable on Cerner/ Sheryani system.

### **Haward Technology Middle East- UAE**

August 2016 - October 2016

#### **Course Coordinator**

**Job Responsibilities:** Making calls to offer product (Training/ Courses), administrative work, assisting the instructor and students during classes.

### **MISP Training and Consultancy Dubai UAE**

September 2015- March 2016

#### **Telemarketer**

**Job Responsibilities:** Making calls to offer product (Training/ Courses), administrative work, cashiering, assisting the instructor and students during classes.

### **Manulife Financial Philippines**

#### **Financial Analyst**

Quezon City Philippines

January 2012- April 2015

**Job Responsibilities:** Process the insurance claims (retirement and death benefits), Making quotation of claims, process agent's license (new appointment, renewal and cancellation), and process adjustment on tax and insurance claims.

**Eastwest Banking Corporation**

**Customer Service Agent**

Makati Philippines

June 16, 2011- November 16, 2011

**Job Responsibilities:** Receiving calls for client's inquiries on credit card, handles complaints, does documentation and reporting.

**National Statistics Office**

**Accounting Clerk- Payroll (Contractual)**

San Juan Philippines

March 2010- December 2010

**Job Responsibilities:** Process the payroll for the employees, does documentation and all administrative work.

**Export and Industry Bank**

**Bank Teller**

Makati Philippines

August 2008- September 2009

**Job Responsibilities:** Does cashiering, opening and closing of the accounts, does filling and documentation.

**Bank of the Philippine Island**

**Credit Analyst**

Ayala Makati Philippines

March 2008- July 2008

**Job Responsibilities:** Process and evaluate the credit card application of the clients of the bank. Does credit investigation background also.

**Epldt Ventus Inc**

**Sr. Customer Service Agent**

Ortigas Philippines

January 2, 2007- February 14, 2008

**Job Responsibilities:** Receiving calls for client's inquiries on credit card, handles complaints, does documentation and reporting.

**Ink for Less Inc**

**Management Trainee**

Ortigas Philippines

December 2005- September 2006

**Job Responsibilities:** Receiving calls for client's inquiries about the product, handles complaints, does documentation, inventory of stocks and reporting.

**Unionbank of the Philippines-Protemps Inc.**

**Telemarketing (Contractual)**

Ayala Makati Philippines

May 2005-August 2005

**Job Responsibilities:** Calling clients to collect payment for their Bank Insurance.

**Educational Background:**

**College:**

**Bachelor of Science in Business Administration**

**Major in Banking and Finance** - Graduated last April 2005

University of the City of Manila (Pamantasan ng Lungsod ng Maynila)

**Other Personal Information:**

**Age:** 40 years old

**Birthday:** October 3, 1984

**Gender:** Female

**Civil Status:** Single **Nationality:** Filipino

**References and Documents:** Available upon Request