**PROFILE**

Presentable, hardworking and a fast learner (a practical and hands-on person); will be able to assimilate fast in a business environment due to good computer literacy and skills.

**WORK EXPERIENCES**

Office Staff (Accounts **Bordeaux Builders** Feb 2014 to Feb 2015

Assistant) Philippines

Customer Service Staff **Malayan Insurance** April 2013 to Jan 2014

Philippines

On the Job Training **Malayan Insurance** June 2012 to Oct 2012

Philippines

* Attends to incoming telephone calls
* Segregation and sorting of forms
* Receiving claims and customer complains
* Issuing receipts during payments
* Encoding certain forms into the system
* Checking with the bank for incoming payments
* Petty cash management
* Payroll – project and construction employees
* Filling of records and documentation
* Filling of used cheques and copies by their respective account number.

**EDUCATIONAL QUALIFICATION**

**TERTIARY 2009-2013 Bachelor of Science in Management and Accountancy**

Divine Word College of Legazpi

Philippines

**SECONDARY 2005-2009 Maba Computer Oriented High School**

Philippines

**ELEMENTARY 1999-2005 Bagumbayan Daraga North Central Elementary School**

Philippines

**PERSONAL SKILLS**

* Computer Literate (MS Word, MS Excel and MS Power Point)
* Design, Drawing and Sketching

**PERSONAL INFORMATION**

Birth Date **:** 24 November 1992

Birth Place **:**  Philippines

Sex **:** Female

Citizenship **:** Filipino

Religion **:** Roman Catholic

Civil Status **:** Single

**TRAINING AND SEMINARS ATTENDED**

**Empowering Divinians for a Responsible Business Untertaking**

Divine Word College of Legazpi

February 2, 2013

**The Role of Bangko Sentral ng Pilipinas on Philippine Economy and Counterfeit Awareness**

Divine Word College of Legazpi

February 2, 2013

**Think to the Eat of a Different Drum**

Divine Word College of Legazpi

February 2, 2013

**Forum on Philippine Foreign Service**

Divine Word College of Legazpi

February 1, 2013

**Seminar on Social Responsibility and Ethical Leadership**

Divine Word College of Legazpi

March 2, 2012

**Seminar on Financial Wellness**

Divine Word College of Legazpi

September 6, 2011



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