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**OBJECTIVES**

To pursue a career where my skills and knowledge should be utilized and contributed to the growth of the company and myself.

**PROFILE**

An officer with a high value for integrity, proficiency, commitment and hardwork. A positive team player with a strong interpersonal and communication skill; and a wide range of Customer Service and management knowledge. Has natural aptitude to motivate team using clear precise terms. An innovative, confident and resourceful proffesional and a proven ability to resolve problems quickly and equitably to ensure happy clients and employees.

**PROFESSIONAL EXPERIRIENCE**

***Insurance Agent / Sales Representative***

Traveller’s Insurance Company

Philippines

February 2012 up to present

***Store Manager***

The Crepe Café (Marriot Hotel)

December 2009 – December 2011

***Insurance Agents***

Traveller’s Insurance Company

Philippines

October 2008 – December 2009

***Office Clerk (Data Encoder)***

Philippines First Insurance Company

Philippines

September 2006 – August 2008

***Customer Care Representative***

HSBC Bank

Philippines

May 2005 – July 2006

**PROFICIENCY**

* Excellent customer service skills.
* Proficient organizational skills and keen to detail.
* Capacity to work on own initiative or as a part of tem.
* Excellent management, training and motivational skills.

**EDUCATIONAL**

***Tertiary* : Baliuag University**

Baliuag, Bulacan, Philippines

***Course* : Hotel and Restaurant Management**

2003 – 2005 (undergraduate)

***Secondary* : St. Paul College**

Philippines

1999 – 2003

***Primary* : St. Paul College**

Philippines

1993 – 1999