**J I G G E R**

Email: jigger.332984@2freemail.com

Age: 31 years old

Height: 5’10”

Date of Birth: June 24, 1985

Civil Status: Married

**OBJECTIVE**

To be able to use my knowledge and skills as a contribution that could help the company, and also gain substantial experience and widened my capabilities and enhance my abilities for growth and personal development.

**QUALIFICATIONS & SKILLS**

* Well organized, capable of establishing priorities, efficient, strong attention to detail, proven ability to solve problems, and multitask.
* Highly trainable, always willing to learn and confident to apply learned information quickly.
* Achievement oriented, adapts to new goals and methods, and seeks opportunities and resources for learning.
* Good interpersonal skills, pleasing personality, good rapport with clients and colleagues, and devoted towards ensuring best service.

**WORK EXPERIENCE**

**GENERAL INSURANCE COORDINATOR**

Ibero Asistencia/ MAPFRE Assistance

*Manila, Philippines | February 2015 - June 2016*

* Marketing micro insurance products and services.
* Providing networks/ legitimate mortuaries for the micro insurance program.
* Processing roadside motor claims.
* Making arrangements and schedules for clients demands for roadside assistance.
* Dealing with the providers/ networks regarding cost line of the service.
* Responsible for the efficient and professional administration of funeral services to the deceased policyholders and/or their request for assistance regarding memorial services.
* Coordinates with the family regarding the interment / cremation / transfer of the remains to provinces / abroad so the proper documents can prepare and secured.
* Make sure that the death certificate be registered to the local civil registrar and that the necessary permits secured by the mortuary (Burial / Cremation / Transfer Permits).

**REINSURANCE / MARKETING SPECIALIST**

Sterling Insurance Company, Inc.

*Manila, Philippines | June 2012 - February 2015*

* Performs routine reinsurance clerical duties, such as maintaining records, processing and verifying new business.
* Organizes preparation of monthly and annual reports and ensures reinsurance information has been recorded accurately
* Delivering documents or other proposal business if needed to discuss personally
* Recommending and evaluating inward or outward business accounts

**FRONT DESK OFFICER**

Gold’s Gym Holiday Inn Hotel

*Manila, Philippines | August 2011 - December 2011*

* Greets everyone coming and makes sure the guests feel welcome and comfortable
* Provides security and control to the front door and retail area of the facility.
* Personally checks each member into the gym using the proper check-in procedures.
* Register all guests into the gym using proper registration procedures.
* Ensures that guests and appointments are directed to the appropriate fitness consultant in a prompt, professional manner.
* Reserves time/makes appointments for special classes or other activities sponsored by the gym, and is responsible for following up on telephone inquiries to ensure that appointments are booked properly.
* Responds immediately to member requests, inquiries and concerns.
* Distributes keys, towels and other materials as needed.
* Cleans and maintains the front desk area according to Company standards

**COUNTER CHECKER**

SM Department Store

*Manila, Philippines | January 2011 - June 2011*

* Responsible for checking all consummated sales transactions based on established systems and procedures
* Assist cashier by assuring all items purchased by customers are correct as per the receipt issued.
* Weigh items, bag merchandise, issue trading stamps, and redeem promotional coupons

**PHARMACIST ASSISTANT**

Mercury Drug Corporation

*Manila, Philippines | September 2008 - December 2010*

* Cash handling/till responsibilities
* Taking in and handing out prescriptions
* Dispensing prescriptions
* Use computer systems to generate stock lists and labels
* Answering customer questions face to face or by phone, while referring problems or queries to the pharmacist
* Pre-packing, assembling and labelling medicines

**CAREGIVER**

Christ the King Seminary

*Manila, Philippines | December 2007 - June 2008*

* Give assistance to people who are sick, injured, mentally or physically disabled, or the elderly and fragile.
* Helps clients with daily activities, such as bathing and bathroom functions, feeding, grooming, taking medication, and some housework.
* Help clients make and keep appointments with doctors, provide or arrange transportation and serve as a companion for their clients.

**EDUCATIONAL BACKGROUND**

Tertiary  **BACHELOR OF SCIENCE IN NURSING**

*South East Asian College*

*Graduated Year 2007*

**CERTIFICATION/ TRAININGS/SEMINARS**

**Basic Non-Life Insurance**

Sterling Insurance Co., Inc.

June 14, 2014

**Junior Insurance Executive Circle**

**Basic Instructor Course**

Gold’s Gym

January to May 2011

**REFERENCES**

 *(Available upon request.)*

*I hereby declare that the above information is true and correct to best of my belief.*

*Jigger*