

**Christine Joy V. Lapiz – CV No. 1999170**

**SKILLS**

\*Experience in Reception, Sales, and Customer service \*Computer Literate

\*Good Oral and Written Communication Skills \*Demonstrated ability to work in a fast-paced environment \*Profound ability to set goals and work towards achieving targets

**Computer Skills:** Microsoft office, Adobe Photoshop

**Work Experience**

Aug 2014 – Nov 2016: Sunlife Grepa Financial, Inc.

July 2013 – July 2014: Philippine Bank of Communications (PBCOM) Paseo de Sta. Rosa

**Receptionist/Bancassurance Sales**

* Receiving all incoming calls and ensuring their distribution to the relevant employee
* Providing secretarial and administration support when required.
* Financial planning interviewer and advisor
* Generate potential clients through bank referrals and provide strategies and sales calls to convert into sales.
* Dealing with all enquiries and resolving any problems over the phone or in person
* Advises existing and new clients on investments based on financial and economic trends
* Complete application forms and attends to underwriting requirements
* Attends all Administrative functions
* Develops and maintains sound relationships with bank branch personnel and clients
* Compiles production and activity reports

**Receptionist & Client Care Specialist/ New accounts**

* Answering phone calls, taking messages and passing on callers to the relevant person.
* Opening and handling client accounts
* Service customer enquiries, determine customer needs and provide solutions with regards to their banking requirements
* Educate customers on product options
* Manage customer and bank privacy
* Signature verification
* Effectively use a variety of computer programs to access customer details and databases, and research options.
* Carrying out all administrative tasks given by the Office Manager.

**EDUCATION:**

**Bachelor of Science in Information Technology**

University of Perpetual Help System Laguna

Sto. Niño Biñan, Laguna

2008-2012 (Graduate)

**PERSONAL INFORMATION**

Age:

Gender:

Date of Birth:

Nationality:

Civil Status:

25

Female

May 12, 1991

Filipino

Single

References: Available upon request.

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| **Christine Joy V. Lapiz – CV No. 1999170**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |