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| **Lee-Ann Claire Panganiban – 2008254**  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 email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |



**SECRETARY** Dubai UAE

April 2014 –present

* Monitoring incoming emails
* Answering incoming calls and inquiries
* Maintain files and other records.
* Prepares bill and bar codes for our shops
* Monitor timings in our shops/store
* Provides both clerical and administrative support
* Handles other duties and responsibilities that may be assigned from time to time

**LOAN OFFICER / CASHIER**  **/ SALES** **: PAG-ASA COMMUNITY MULTIPURPOSE COOPERATIVE**

* Process all kinds of loan that the COOP offer to all members
* Monitor payment schedule of the borrowers and initiate them to pay on time
* Conduct pre-orientation on new members
* Prepare Statement of Accounts
* Prepare monthly reports
* Welcome and assist customers/members of COOP to the merchandise or goods
* To ensure that all products are well stocked
* Manage products that are to be return and exchange to the suppliers
* Order out of stock items in a timely manner
* Handles other duties and responsibilities that may assigned from time to time.

**MARKETING ASSISTANT/ ADMIN ASSISTANT : CICI GENERAL INSURANCE CORP.**

Salcedo St., LegaspiVillage, MakatiCity

* Encoding data for policy issuance.
* Handles Accreditation for Banks, Financing, Company's and Insurance Brokers.
* Prepares brokers, agencies and agent's agreement.
* Responsible for sending quotations, renewal or Non-renewal notices to respective brokers/ agents/ agencies.
* Follows up with clients all renewal notices and pending quotations for policy issuance.
* Prepares quotations for Clients.
* Responsible for sending Statements of Account for Clients and at the same time follows up collection.
* Prepares policy forms and office supplies requested by branch and service offices.
* Monitors unreported policies/ documents issued to branch and service office.
* Prepare report for marketing meeting.
* Assist Brokers whenever AO's are on client calls.
* Acts as telephone operator and receptionist.
* Assist personnel in entertaining applicants and giving exams.
* Provides both clerical and administrative support.
* Handles other duties and responsibilities that may be assigned from time to time.

**EXECUTIVE SECRETARY : CICI GENERAL INSURANCE CORP.**

**UNDERWRITING CLERK : COMMONWEALTH INSURANCE COMPANY**

4th Floor, Manila Bankers Bldg.,

AyalaAvenueMakatiCity

**ON THE JOB TRAINING** : ASIAN INSTITUTE OF MANAGEMENT

: GOVERNMENT SERVICE INSURANCE SYSTEM

### EDUCATION

**CENTRO ESCOLAR UNIVERSITY** – College Degree

Mendiola, Manila

Bachelor of Science in Secretarial Administration

Major in Office Management

**SACRED HEART ACADEMY** – Secondary Level

Gua-gua, Pampanga

**SANTA RITA CATHOLIC SCHOOL** – Elementary

Sta. Rita, Pampanga

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