**ERIC**

Eric.347975@2freemail.com

**OBJECTIVE:**

To work for a company where I can contribute my education and experience in the fulfillment of its corporate mission and vision while enhancing my skills, expanding my knowledge and developing my career within the organization

**SKILLS:**

Knowledgeable in Internet Operations

Computer literate

Proficient in Microsoft Office Application (Power Point, Excel and Word)

Good in oral and written communication

Strong Administrative skills

Can easily adopt in fast facing environment

Can do multitasking

Flexible

**WORKING EXPERIENCED:**

**Claims Documentation Assistant**

Intellicare Company **-** Claims Department

2years working experienced

January 10,2015 - January 15, 2017

3/f Axa Building Tindalo Street Makati City

Responsibilites:

●receiving documents coming from the verifier section

●printing loa distribution

●sorting documents alphabetically in order

●scanned and checked the bar code of documents

●arranged and keeping documents in stockroom

**Liaison Officer**

Security Bank Corporation Property Management Department

5months working experienced.

May 05, 2014 – Oct 15, 2014

Security Bank Corporation

9th Floor Security Bank Centre6776 Ayala Avenue LineMakati

Responsibilites:

●processed the requirements needed by the client for their loan

●follow up and completely submitted of requirements to the government agencies

●renewal of business permit of different branches of security bank within Manila area

**Sales Clerk**

**Zamony Ventures Corporation**

**(Pioneer products)**

**2yearworking experienced**

**February 18, 2009- March 18, 2011**

**Abenson Waltermart Dasmarinas City, Cavite**

●promote and persuade the client to buy the product.

●make sure that the display product are all on the shelf.

●prepares stocks requisition from the outlets warehouse stockroom.

●submit weekly reports to the sales coordinator.

●perform quality product checks on product and service daily.

●ensure that the customer receive the quality service and product satisfaction.

**On the Job Training - Times Job.Com Corporation**

November 2013 – January 2014

**EDUCATIONAL ATTAINMENT:**

**Far Eastern Polytechnic College**

Bachelor of Science in Business Administration Major in Marketing Management

Barangay Santa Lucia City of Dasmariñas, Cavite

Year 2011 – 2014

**Award/Achievement**

2nd Best in Thesis-Marketing Research Subject

PRO Alumni Officer Batch 2014

**VOCATIONAL COURSE**

**AUTOCADD Power Skills Technical Center** – E. Aguinaldo High way Imus, Cavite

 July 2, 2011 - October 2, 2011

**SEMINARS ATTENDED:**

5th Cavite Entrepreneurship Students Summit ”Mag-aaralnaCaviteñoSulongsaNegosyo”

Held on November 24, 2011 at Provincial Gymnasium TreceMartires City, Cavite

Cavite Entrepreneurship Students Forum

Held on December 26, 2012 at Provincial Gymnasium TreceMartires City, Cavite

12th Filipino Franchise GalingngPinoy Show

Held on October 4, 2013 at World Trade Center, Manila Pasay Philippines

**PROFILE:**

**Birthday** August 16, 1987

**Height**  5’7

**Civil Status** Single

**Religion**  Roman Catholic

**Citizenship** Filipino

**I hereby certify that the above information are true and correct to the best of my knowledge and belief.**

**ERIC**