Jeanny

**Email Address**: [jeanny.353593@2freemail.com](mailto:jeanny.353593@2freemail.com)

**OBJECTIVE**

Seeking for an opportunity in an institution that would help me practice and enhance my degree as a Business Management graduate. At the same time would help me practice my customer relation skills and allows me grow personally and professionally.

**PERSONAL DATA**

Nickname: Jen

Age: 22 yrs. Old

Date of Birth: November 9, 1994

Place of Birth: Iligan City

Religion: Christian Roman Catholic

Occupation: Housewife

Occupation: Businessman

**ACADEMIC BACKGROUND**

***Bachelor of Science in Business Administration Major in Financial Management***

School: St. Michael’s College of Iligan City

Address: Quezon Avenue, Iligan City 9200

School Year: 2013-2014

Secondary Education

School: Corpus Christi Parochial School of Iligan City

Address: Corpus Christi Parochial Village

School Year: 2009-2014

Elementary School

School: Tambacan Elementary

School Address: Tambacan Iligan City

School Year: 2005-2006

**WORK EXPERIENCE**

**Toyota Cagayan de Oro, Inc** March 2015 – August 2016

Km. 3 Kauswagan National Hi-way, Cagayan de Oro City

* Answer Emails
* Answer incoming calls
* Process Insurance Claims
* Gather needed to requirements to the clients
* Advices needed process in Claiming
* Coordinates Insurance for the approval
* Process In-house claims (Social Risk claims; Corporate Guaranty Liability Claim)
* Evaluate Letter of Authority
* Assist walk-in clients and answer Insurance claims concern (may also thru call)
* Update clients regarding approvals and fees
* Finalize papers upon release
* Manage the stuck units at the stock yard area – coordinate with the owner and negotiate its release.

**D’NJ TOURS AND TRAVEL** April 2014 – December 2014

Palao, Iligan City

* Ticketing Assistant Staff
* Assist walk in clients
* Answer phone calls
* Answer queries and flight schedules
* In charge with bills payments

**SKILLS**

* Proficient with MS Word, Excel, and PowerPoint.
* Excellent communication skills.
* Handling several tasks simultaneously.

**TRAININGS**

TEAM 21: STEP 1 TRAINING Basic Automotive 5’s Training

Toyota Cagayan de Oro, Inc.

Telephone Handling and 5s Training Toyota Cagayan de Oro, Inc.

On the Job Trainee - Billing & Collection Section under

November 19, 2013 – February 7, 2014 Finance Department Iligan Lightand Power, Inc

n