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[**Michel.357871@2freemail.com**](mailto:Michel.357871@2freemail.com)

**Michel**

**Objective:** To be accepted in the establishment where I can expand my knowledge and my abilities for the benefits of the organization and my own personal growth.

**Qualification:**

Well-organize in work that minimizes or prevents errors or miscommunication.

Capable of performing work independently and efficiently.

Follow work ethics and very focus necessary to work in a busy office setting.

Has sound decision making in critical situation and always consider the company’s benefits.

Follow work ethics and very focus necessary to work in a busy office setting.

Computer literate

**Work Experiences:**

**MM Grocery Store**

Godofredo Reyes Sr.

Ragay, Camarines Sur, Philippines

**Self Employed**

**June 2009-December, 2011**

**Job Description**

Handling petty cash and daily inventory list

Purchasing items needed

**CARD MUTUAL BENEFIT ASSOCIATION, INC.**

Naga City, Camarines Sur Philippines

**Micro Insurance Agent**

**Part Time**

**January 2012- January 2014**

**Job description**

Sell & promote Insurance Plan

Answers all client’s inquiries regarding policies and benefits of insurance plan

Monitoring and keeping records of client to know when it will expire or renew

Remit sales to CARD MBA office weekly

**CARD MUTUAL BENEFIT ASSOCIATION, INC.**

Hermanos Belen St. Colago Avenue

San Pablo City, Philippines

**Insurance Processor**

**March 2014-September 20, 2015**

**Job Description**

Maintain inventory of office forms, records, reports or file

Correspond with insured or agent to obtain information or inform them account status

Collect premium and issue receipts

Take their calls in order to provide customer service and obtain information on claims

Obtain computer printout of Certificate of Membership and policy cancellation

Organise and work with detailed office records maintaining files for each policyholder, including policies that are to be reinstated or cancelled

Process, prepare and submit business or government forms

Transcribe data to worksheet and enter data into computer for use in preparing documents

**Promoted to Claims Processor**

**September, 2015 to March 8, 2017**

**Job Description**

Cross reference insurance claim with insurance policy and benefits to determine validity

communicate often with customers to give and receive updates for the claim

Investigate the claims to insure its accurate and true

Prepare payment checks or rejection notice

enter codes and verify data for computer processing

**Educational Background**

**College:**

**School:** Arellano University (JAS)

**Address:** Taft Avenue Pasay City

**Course:** Bachelor of Science in Hotel and Restaurant Institution Management

**Year:** 2004 – 2009

**Secondary:**

**School:** Arellano University A. Mabini High School

**Address:** Taft Avenue Pasay City

**Year Graduated:** March, 2004

**Elementary:**

**School:** G.R.S. Elementary School

**Address:** Ragay, Camarines Sur

**Year Graduated:** March, 2000

**Personal Data Height:** 5‘7“

**Birthday**: November 20, 1987 **Staus:** Single

**Birth Place:** Ragay, Camarines Sir **Age:** 29

**Nationality**: Filipino