

**MARY**

[**Mary.363183@2freemail.com**](mailto:Mary.363183@2freemail.com)

**Objective:**

* To be able to work for your company, where I could render my services and further

enhance my skills and knowledge in this field.

* To obtain a position that would best fit my capabilities and develop further my knowledge and skills for self-development.

***WORK EXPERIENCES:***

***AL SAGR NATIONAL INSURANCE COMPANY***

***NON-MOTOR DEPARTMENT (2013 UP TO THE PRESENT) ALAIN U.A.E***

* Knowledgeable in preparing and issuing Medical Policies for both Abu Dhabi and Dubai plan
* Proficient about HAAD and DHA regulation
* Issuing Continuity Certificate and Certificate of Coverage (System Generated)
* Advising the client with different option and categories
* Travel Insurance
* Contractor’s All Risk Policy
* Workmen's Compensation Policy
* Fire Insurance and Property All Risk Policy
* Engineering Insurance CAR
* Marine Insurance
* HAAD penalty calculation
* Organized files correspondence and documents
* Monitoring all incoming and outgoing claims files
* Issuing quotations based on the client requirement
* Keeping track of changes in policies terms and condition during the policy period.
* Deal with the clients in good behavior to obtain their truth to deal with us and make renewal to their policies.
* Working independently, making decisions as appropriate with minimal supervision

***Al SAGR NATIONAL INSURANCE CO.***

***Secretary (DEC 2011 to 2013) ALAIN- UNITED ARAB EMIRATES***

* Received and screens telephone calls, mails and visitors
* Organized and files correspondence and document
* Handle all incoming calls for general inquiries & information.
* Answering all calls, and communicate requests to the concerned department. Ensure follow-up with all Customer request
* Apply proper etiquette at all times (helpful, professional, maintain calm and composure).Always speak composed and clearly in a polite, business-like manner
* Ensure and maintain the security of information relating to Customer
* Adhere to company policy on confidentiality and ethic
* Perform other related duties incidental to the work described herein.
* To ensure that the Company grooming standards are maintained at all times.
* Performing other job-related duties as assigned by management
* Ensure customer service done 100%

**EDUCATIONAL BACKGROUND**

**2002-2006 PERPETUAL HELP COLLEGE OF MANILA**

**Bachelor of Science In Nursing**

**PERSONAL DATA:**

Nationality : Filipino

Birth date : 25th of August 1985

Status : Single

Height : 5’5”

Weight : 57kg

Language Known : English and Tagalog