****

**RENNAN**

**RENNAN.375263@2freemail.com**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

**CAREER OBJECTIVE**

The development of the company would be my prime area of interest and it would help me to create a good impression among my companions, I would use my ideology while working, apply my knowledge and skills in the said field, and I will give my “Do whatever it takes commitment to perform my job well”.

**QUALIFICATION SUMMARY**

* A graduate of Bachelor of Science and Business Administration major in Marketing Management.
* Holding NEBOSH IGC 3 certificate
* Highly trainable, fast learner and flexible.
* Well attuned to social interaction, flexible, have good communication skills and computer literate.
* Good listener and learning ability.
* Good moral character, physically and mentally healthy.
* With good commands of oral and written English.
* Always positive attitude and safety mindset.
* Computer expertise with proficiency in Microsoft word, power point presentation, Excel, Outlook, web browsers, Internet/e-mail.
* Strong sense of professionalism & Public relation.
* Knowledge in uploading and downloading of digital files via intranet & Internet.

**EDUCATIONAL BACKGROUND**

**College** : **Ateneo de Naga University** – *Naga City, Philippines*

 Bachelor of Science and Business Administration

 Major in Marketing Management

 Year 2002- 2007

**Secondary** : **University of Nueva Caceres -** *Naga City, Philippines*

 Year 1998-2002

**Elementary** : **Naga College Foundation -** *Naga City, Philippines*

 Year 1992-1998

**EMPLOYMENT HISTORY**

* ***INSURANCE CLERK – Medical Department***

LIB – Leaders Insurance Broker – Abu Dhabi, UAE

Year May 2017 – November 2017

***Key Responsibilities:***

* Renewing of Individual, large and small group medical policies.
* Responsible for addition and deletion request of employees to be forwarded in different Insurance companies such as DAMAN, ORIENT, ADNIC, ASNIC etc.
* Requesting for Certificate of continuity / coverage, Medical Card replacement and corrections.
* Filing of policy Renewal and employees documents by Intranet system.
* Preparing of Indicative rates and requesting for Quotation offer from Insurance companies for new and old valued customers.
* Processing of medical reimbursement claims.
* Assisting clients from time to time.
* Training of new Insurance clerk.
* ***INSURANCE CLERK – Medical Department***

ADIC – Al Dhafra Insurance Company – *Abu Dhabi, UAE*

Year April 2015 – April 2017

***Key Responsibilities:***

* Group medical, Individual and Housemaid Insurance policy account handler.
* Addition and deletion of members.
* Responsible for the Renewal of expiring policies.
* Issuing Certificate of continuity/coverage.
* Printing of medical cards.
* In charge for the HAAD/DHA application no.’s
* Documentation of files (Policy documents, Credit and Debit notes).
* Receiving and sending emails to the clients.
* Answering calls of customers.
* Calculating the Pro-rata premium of each member.
* Checking the new member’s requirements for Insurance application.
* Training of new Insurance clerk.
* Processing Fine for the members who delayed in obtaining the medical Insurance cover.
* Assist the Manager from time to time.
* ***DRIVER***

UV Utility vehicle express – *Route Naga City – GOA, Philippines*

September 2009 - December 2014

***Key Responsibilities:***

* Drive a vehicle from one place to another in order to deliver passengers.
* Drive a vehicle on a schedule over a designated route and ensure the safety and timely delivery of passengers.
* Maintain the safety of the passengers and the vehicle.
* Check the vehicle daily to ensure the good condition of the vehicle.
* Monitor the daily income of the vehicle.
* In charge for the monthly schedule maintenance of the vehicle.
* Pays the monthly bills of the vehicle.
* Maintained the cleanliness of the vehicle.
* ***SAFETY OFFICER***

DTS - Dihiansan Trucking Services (Sub-contractor)

PSPC - Pilipinas Shell Petroleum Corporation - *Naga City, Philippines*

Year May 2007- July 2009

***Key Responsibilities:***

* Assist the Depot Manager for toolbox meeting about Health and Safety for Employees and Drivers weekly, quarterly and annually.
* Site inspection to identify all hazards and implement proper housekeeping.
* Checking all control measures for the safety of employees and workers including PPE personal protective equipment, Monitoring critical activities that requires PTW Permit to work, Materials or Equipment, Environment, the workers for their particular job assignment in compliance with correct safety standards.
* Conducting Accident Investigation and contribute to make corrective actions and mitigations.
* Checks that safety requirements in line with company procedures are being followed. Advice and support in safe job execution.
* Conducts HSE inspection, walk through audits and submits report upon review and approval of Engineers.
* Assists safety section preparing HSE campaigns, HSE inspection schedules, HSE training and any other section’s requirement.
* Responsible for maintaining zero record of accident.

**TRAININGS ATTENDED**

 **DATE ACTIVITY**

* *January 12-23 2015* (**NEBOSH Training)** National Examination Board in

 Occupational Safety and Health-UK *(Accredited Centre 939*)

 Alabang Muntinlupa City Manila, Philippines

* *July 2004* 7th National Students Marketing Conference Plenary Hall
 Theme: “MAKING A DIFFERENCE” l
 International Convention Center Pasay City
* *September 2004* Theme: “Strategic Management and Business Model”

 Instructional Media Center, ADNU.

* *August 2004* Theme: “MISSION VISSION”

 Richard Fernando S.J. Hall, ADNU.

**PERSONAL INFORMATION**

Date of Birth : February 13, 1986

Nationality : Filipino

Civil Status : Married

Religion : Roman Catholic

Languages known : English, Tagalog & Bicol (Written, read & spoken)

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