**MARIZA G. OLIVAS**

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CV NO: 1844082

**EDUCATIONAL ATTAINMENT:**

* Bachelor of Science in Computer Engineering

University of Saint Louis Tuguegarao

Tuguegarao, Cagayan Valley

March 2002

**EMPLOYMENT HISTORY:**

**SOCIAL INSURANCE ASSISTANT cum EXECUTIVE SECRETARY, CLERK, PROPERTYCUSTODIAN, FRONTLINER, ADMINISTRATIVE ASSISTANT, MARKET SPECIALIST, HUMAN RESOURCE ASSISTANT**

*Philippine Health Insurance Corporation, Philippines*

*March 1, 2010-March 31, 2016*

* Serves as confidential secretary and assist the Local Health Insurance Head in all administrative works.
* Types monthly reports, letters, memoranda as well as its distribution, forms and correspondence and route them to co-employees everybody to be updated in whatever rules and policies implemented in the corporation.
* Assist the Local Health Insurance Head as well as supervisor to perform variety of general administrative duties.
* Encodes new members wether formal or informal sector for them to have identification numbers.
* Answers queries on benefit availments and how they can avail during confinement period.
* Act as frontliner whenever co-employees were not around to perform their actual duties and responsibilities.
* Files and records supplies from incoming and outgoing transactions.
* Documents all communications coming in the office for records purposes.
* Post contributions of all employed sectors being paid by their employers through manual and online posting.
* Orients employers on how to post contributions through online posting.
* Notifies delinquent employers on their arrearages for them to be aware on their accounts in the corporation.
* Maintains logbook of all documents re: leave application, memoranda, circulars, office orders for easy access.
* Act as human resource in submitting all daily time records monthly.
* Checks completeness of documents before transmitting to the concerned personnel.

**DATA ENCODER I cum PERSONNEL CLERK/SECRETARY**

*Philippine Health Insurance Corporation, Philippines*

*October 1, 2004-February 28, 2010*

* Encodes new members in the system to meet the target for the month.
* Makes reports monthly on the number of processed certifications for indigent members and lifetime members or non-paying members.
* Serves as secretary assist the Membership Section Head in all administrative tasks and all other related correspondence.
* Performs a variety of clerical duties to facilitate the records and other documents; keeping and maintaining files and other related activities.
* Processes qualified lifetime member applications.
* Encodes new members whether from the formal or informal sector.

**EXECUTIVE SECRETARY**

*Big J Marketing, Cagayan Valley*

*January 1, 2003-December 31, 2003*

* Keeps files and records of the business to facilitate the incoming and outgoing transactions from different clients.
* Maintains and keeps the sales updated to attract customers coming in and out of the store.
* Serves as frontliner and telephone operator in all business transactions.

**SALES ASSISTANT**

*Color Ads, Cagayan Valley*

*May 1, 2002-December 31, 2002*

* Assess customer’s needs and assistance.
* Maintain in-stock and presentable condition assigned areas
* Actively seek out customers in store.

**EXAMINATION TAKEN: (Philippine Government)**

Career Service Professional Examination-Philippines

Career Service Sub-Professional-Philippines

(Philippine Government requirement to acquire permanent position in Philippine Govt.)

**SEMINARS/TRAININGS ATTENDED:**

Conduct and Attendance to the Appreciation

Course on Delivering Quality Service for

the Frontline Staff Of Pro2 October 30-31, 2015

Orientation on Philippine Health Insurance

Management System (PSHIMS) April 27-28, 2015

Computer Hardware Servicing (TESDA) March 28, 2015

Information Caravan March 25, 2015

Frontline Service Enhancement Seminar Workshop May 7-8, 2012

Training for the Deployment of Membership

and Collection Information System December 13-16, 2011

Personal Mastery, Road to Commitment, Integrity

and Accountability November 24-25, 2011

Meeting on Anti-Red Tape Act and Philhealth Citizen's Charter September 4, 2009

Frontline Service Excellent Workshop October 3, 2008

Strengthening Employee Relations Seminar September 5, 2008

N-Claims System Training July 24-28, 2006

Seminar Workshop on Social Health Insurance February 21-22, 2006

Orientation on Gender and Development (GAD) October 13, 2005

**SKILLS:**

With knowledge in computer software application and internet

**ADDITIONAL INFORMATION:**

Can work under pressure with minimum supervision.Patient,Loyal, Hardworking and can work flexible hours. Always welcome new ideas and opportunities for a better and successful employee

**PERSONAL INFORMATION:**

Date of Birth: June 10, 1980

Place of Birth: Philippines

Height: 5’

Weight: 59 kgs

Civil Status: Married

I hereby attest that the above information is true to the best of my ability, knowledge and belief.