

FERLYNE A. AGCAOILI-REA

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Personal Mission

To become a good and productive member of the society by using all my knowledge, skills, attitudes and capabilities in contributing to its growth and development.

Personal Interest

I like spending my time to work, I prefer working on almost everything that I can imagine, rather than to sleep or take a rest with a suspended job which is a waste of time. I also enjoy singing as for my leisure time.

Personal Information

Birthdate	:	February 16, 1976
Birthplace	:	Manila
Height	:	5'6"
Weight	:	60 kgs.
Religion	:	Roman Catholic
Citizenship	:	Filipino
Dialects Spoken	:	English & Tagalog
Exams Taken	:	Civil Service Sub-Prof. (passed) PNP Entrance (passed)

Educational Background

COURSE	SCHOOL	YEAR
Elementary	San Juan Elementary School (San Juan)	1982-1988
High School	Roosevelt Memorial High School (San Juan)	1988-1992
Banking & Finance	Polytechnic University Of The Phils. (Manila)	1992-1996

Work Experience

CLAIMS OFFICER April 2, 2013 Winternitz Associate Insurance Broker Corp.
Up to Present Makati City

DUTIES AND RESPONSIBILITIES:

- Assist the Manager in the overall operation of the department; - Assist walk-in client; Answer telephone calls and inquiries;
- Evaluate and Transmit all lines of claims to various insurance companies, follow-up claim status and coordinate to clients;
- Prepare various business correspondences and reports regarding claims and various assignments;
- Represent the Manager to various meetings / Attend to seminars;
- Do the reconciliation / comparative analysis on various accounts;
- Coordinate schedule of vehicles for repair to the unit owner / assignee and motor shops;
- Do some shops visits to ensure quality of workmanship done to our various clients and third party claimant as well;

MOTOR CLAIMS PROCESSOR March 16, 2012 Seaboard Eastern Insurance Co., Inc.
Up to March 2013 Makati City

DUTIES AND RESPONSIBILITIES:

- Assist walk-in client; Answer telephone calls and inquiries regarding claims;
- Evaluate inspector's report and recommend claims as to its compensability;
- Follow-up submission of claim documents and coordinate claims status to clients;
- Prepare various business correspondences and reports regarding claims and various assignments;
- Attend to weekly Claims & Marketing Meeting;
- Do comparative analysis on various rates of shops before issuing the Letter of Authority;

UNDERWRITING & CLAIMS OFFICER August 2001 PLPI Financials and Insurance Brokers, Inc.
Up to March 07, 2012 Makati City

DUTIES AND RESPONSIBILITIES:

- Assist the Manager in the overall operation of the department;
- Assist walk-in client; Answer telephone calls and inquiries;
- Evaluate and Transmit all lines of claims to various insurance companies, follow-up claim status and coordinate to clients;
- Prepare various business correspondences and reports regarding claims and various assignments;
- Represent the Manager to various meetings / Attend to seminars;
- Do the reconciliation / comparative analysis on various accounts;
- Prepare / Compute & Scout quotations for motor car, fire, life, hospitalization and personal accident coverage for various client:
- Underwrite all lines of insurance applications as well as policy being issued by various insurance companies versus the quotes and request of clients;
- Handles the HMO coverage of the Prudentiallife Group of Cos. & Affiliates (from declaration, deletion, amendment, billing, renewals and claims)

