



Maricris Ponce

Member Service Representative

CAREER

04/10/2018 - Present

Member Service Representative

Social Security System

Evaluate, reconcile and process over the counter transactions such as new business registration, updating of records, loan application, sickness and maternity reimbursement, funeral, death, disability and retirement claim. Also, attends member's and employer's queries over the phone.

09/01/2015 - 02/15/2018

Accounts Specialist

Pag-ibig Fund

Reconciles problematic member accounts, computes loan balances due for offsetting, reclassifies payments and monitors audit findings

05/01/2015 - 08/31/2015

Regional Statistical Office Clerk

Philippines Statistics Authority

Prepares Journal for day to day transactions, minutes for Population Census Meeting, accounting reports, and entertains walk-in clients

SKILLS

Quick Learner and flexible, proficient in MS Word, Excel and system applications, workaholic -never leave task undone, have high stamina and dexterity. Also, technical and leadership skills

ACADEMIC

2011 - 2015

Bachelor of Science in Business Administration major in Marketing Management
Cum Laude

University of San Jose-Recoletos

2007-2011

Secondary Education
Valedictorian

Cerdena National High School

2001-2007

Primary Education
First Honorable Mention

San Antonio Elementary School

AWARDS/RECOGNITION

2016

Excellent Performance in Offsetting

Pag-ibig Fund

REFERENCES

MS. MAY ANN C. MONTANA
+63 923 737 1934

Pag-ibig Fund
Accountant V

MS. Melvyn Z. Desuyo
+63 922 832 1075

Social Security System
CEO III

MS. JUFE S. DE GUZMAN
jufe_25@yahoo.com

Pag-ibig Fund
Accounts Specialist II

CONTACT

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Email:

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PROFESSIONAL

Always remain focused when
under pressure and
problematic situations

Task oriented, analytical,
problem solver and able to
meet targets

Excellent in Keyboard skills

Effective and Efficient worker