

ANGELA DE JURAS



Personal details

 ANGELA DE JURAS

 gelaidejuras@gmail.com

 09955197393

 Blk 19 Lot 8 Golden Hills Subd.
San Vicente Sta. Maria Bulacan

 July 12th, 1993

 Female

OBJECTIVES

To enhance my ability and to achieve goals. To provide leadership when necessary, demonstrating personal initiative and to share my knowledge.

Languages

Bisaya

Tagalog

English

HOBBIES

■ Mountain Climbing

■ Cooking

■ Selling

EMPLOYMENT HISTORY

Business Processing Associate

Jan 2021 - May 2022

Accenture Business Services Inc.

Gateway Tower 2, Cubao, Quezon city

Accenture recently acquired AIG's Services on 2021.

Worked as US Citizens' Life Insurance Processor, same as AIG's job description

Business Processing Associate

Apr 2017 - Jan 2021

American International Group (AIG) Shared services Inc.

Gateway Tower 2, Cubao, Quezon City

JOB DESCRIPTION:

- Primarily handles US Citizen's Life Insurance application at post underwriting process.
- Proof reading applicants' personal information and medical history.
- Collecting of delivery requirements and initial premium prior to insurance effectivity.
- Handling applicant's email regarding their insurance application.

Customer Service Representative

Sep 2016 - Jan 2017

(24) 7 Incorporated

Isquire Bldg, Ortigas, Pasig City

Customer Service Representative

Feb 2016 - Aug 2016

TECH MAHINDRA

Eastwood, Bagumbayan, Quezon City

SALES ASSISTANT

Jan 2014 - Jan 2016

ARMADA COMPANY

Doha, Qatar

EDUCATIONAL BACKGROUND

Bachelor of Science in Hospitality Management

2009 - 2013

Mariner's Polytechnic Colleges Foundation

Rawis, Legapi City, Albay

Secondary

2005 - 2009

Polangui General Comprehensive High School

Centro, Polangui, Albay

Elementary

1999 - 2005

Polangui South Central Elementary School

Centro, Polangui, Albay

REFERENCES

Rovielyn Velasco - Business Processing Associate II

American General Life - Shared Services Inc

09156880547

Emmalyn Laserna - Team Leader

American General Life - Shared Services Inc

09177730822

Neneth Manzo - Claims Associate

Cymax Business and Homesquare

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