



JELLY ANN M. NARCISO

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OBJECTIVE: Achieving any organizations goal through individual motivation and team work that enhances skills and learning ability and by leading myself as an example

WORK EXPERIENCE

08/2021 - present

Cluster Manager (Mindanao 4)

General Duties and Responsibilities:

- Plans, organizes, directs, coordinates, monitors, controls and evaluates the activities of the Provincial Offices as contained in the functions of CARD MBA Provincial Office. (Area Coverage: Agusan del Sur, Agusan del Norte, Misamis Oriental and Surigao del Norte- total number served client as to date: 296,609)
- Supervises the implementation of approved plans, programs, projects, and policies of the covered Provincial Offices (POs) and other auxiliary services of the Main Office for and in behalf of the Association.
- Supervises and coordinates information and education campaign (IEC) of the POs and other auxiliary services subject to the approved plans and programs and with adherence to the policy guidelines set by the Main Office.
- Ensures that staffing requirements in the PO are filled-out to ensure smooth day to day operation.

07/2017 – 08/2021

Provincial Manager (Agusan del Norte & Davao del Norte)

Responsibilities:

- Monitors the recording, reporting and filing of all underwriting and claims documents of Office (Area coverage: Parts of Davao del Norte, Davao de Oro and Davao Oriental client as to date: 93,991)
- Exercises over all supervision of personnel, ensures cleanliness and smooth operations
- Performs other related functions as may be assigned from time to time by the immediate supervisor and/or MBA Chief Executive Officer

03/2014 – 07/2017

Cluster Accountant (Mindanao 2)

- Reviews the financial statements including all supporting schedules of the Provincial Offices and consolidates on monthly basis
- Assists the Cluster Managers and Deputy Director for Operation in the conduct of monitoring of financial transactions and records of the PO

11/2011 – 03/2014

Provincial Office Bookkeeper

- Provides the management with timely and accurate financial information together with the results of the Provincial Office's monthly financial operations

EDUCATION

2008 - 2011

Bachelor of Science in Business Administration major in Marketing Management, Holy Cross of Davao College

ADDITIONAL SKILLS

Microsoft Word, Excel, Powerpoint.

Trainings

Signature Verification, Good Governance and AMLA (RIMANSI), Management Forum: Thriving in the New Normal

REFERENCES

Roy Jabonan- Senior Cluster Manager
0910-540-5500

Messy Bertulfo-Cluster Manager (Mindanao 2)
0910-898-2853

