



SHEILA RUNES-HUFANO

CAREER OBJECTIVE:

To be a part of company that indulges professional growth which provides challenging and rewarding career while allowing me to utilize my knowledge and skills.

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Brgy. 504 Zone 50, Sampaloc
Manila 1008

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+63 908 5525448

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EDUCATIONAL ATTAINMENT:

Tertiary: **Bachelor of Arts: Major in Mass Communication**
1997 – 2001
Far Eastern University

High School: Secondary Diploma
1992 – 1997
Good Shepherd Academy

Elementary: Primary Diploma
1986 – 1992
Malayas Elementary School

PROFESSIONAL EXPERIENCE:

January 2018 to Present

SUN LIFE OF CANADA PHILIPPINES, INC. BGC, Taguig
Licensed Financial Advisor

- Develop a prospective customer base and advertise products through referrals, cold calling, and other marketing strategies to secure new business
- Provide warm and professional customer service while onboarding new clients and maintain existing clients, including booking appointments, inquiry response, insurance eligibility, claim submissions questions concerning billing and insurance policies
- Identify new client insurance needs, insurance risk, goals, current coverage, and financial situation by scheduling meetings for new customers
- Assist current policyholders for insurance claims
- Established productive working relationships with clients
- Provides continuing service by providing direct deposit forms, processing changes and updates in their plans

Jan 2014 to July 2020

ENOSI Unlimited Inc. Makati City
Accounting & Treasury

- Process Payroll
- Maintain an accurate record of financial transactions
- Record cash receipts and make bank deposits
- Pay any debt as it comes due for payment

- Issue Invoices to customers
- In-charge in processing of legal documents of company like SEC Registration, business permits and others
- Communicate and coordinate with internal departments
- Performs other related duties as assigned by management

Nov 2011 to Dec 2013

STREAMLOGUE INC.

Makati City

Accounting & Treasury

- Prepared Cash and Check Vouchers
- Prepares Cash Position
- Responsible for the preparation and processing of payroll for over 60 employees
- Prepares SSS, PHIC and HDMF Monthly Report / Submission
- In-charge in processing of legal documents of company like SEC Registration, business permits and others
- In-charge for the Hotel Bookings and Airline Reservation if there's any, as instructed by my employer
- Does Annual Inventory
- Performed other clerical miscellaneous duties as requested by the immediate superior

August 2005 to October 2011

BANSEC GROU INC.

Makati City

Admin Assistant

- Carries out administrative duties such as filing, binding, scanning etc.
- Coordinates and schedules travel, meetings, and appointments for the bosses.
- Maintains office supplies and coordinates maintenance of office equipment
- Retrieves information as requested from records and emails and other related documents
- Performs other related duties as assigned

July 2003 to July 2005

GLOBAL PACIFIC CONGLOMERATES, INC. Makati City

Receptionist / Admin Assistant

- Answers and transfers phone call, screening when necessary
- Welcomes and direct visitors and clients
- Notifies company personnel or visitor arrival
- Maintains filing systems as assigned
- Take inventory of supplies and restock as needed
- Maintain the general office filing system

August 2000 to November 2000

PHILIPPINE BROADCASTING SERVICE

On-the-Job Training (OJT)

- Assists Managers and staffs for any PR-related activities
- Joined daily discussions On-Air
- Does research
- Dubbing
- Get the Journalist report

April 2000 to June 2000

JOLLIBEE FOOD CORP.

Manila City

Cashier

- Process customer orders and collect payments
- Ensure all orders are served and delivered to the customers in a timely manner
- Respond to customer inquiries, issue receipts, and record customer suggestions
- Clean and arrange dining and service spaces

SKILLS & ABILITIES:

- Excellent in verbal and written communication skills
- Proficient in Microsoft Office or any related software
- Excellent in organizational skills and attention to details
- Ability to work independently

PERSONAL INFORMATION:

Nickname: Shie
Age of Birth: January 31, 1981
Citizenship: Filipino
Husband: Edmar Runas Hufano
Son: Edmar Runes Hufano Jr.
Religion: Roman Catholic
Height: 5'4 inches
Weight: 62 kls.
Father's Name: Tito Campos Runes
Occupation: Retired Government Employee (Non-Uniformed)
Mother's Name: Ermelita Viernes Runes
Occupation: Full-time Housewife

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

SHEILA RUNES-HUFANO

Applicant