





# MA. MIRCLAY SHEIRAYNITH L. CABERTE

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April 06, 1985

## SKILLS

- Exhibits exceptional relationship building skill. Listens to client's needs and gives personalized solutions. Enthusiastic and highly motivated. I am looking forward to make a significant contribution to an exciting and fast paced company that offers professional growth

## EXPERIENCE

- March 15, 2023 - Present** **Linde Business Solutions Center**  
Order to Cash Associate  
Under Resolutions Team  
Handling aftersales services mostly related to invoice and any enquiries that may arise.
- November 02, 2023 - March 10, 2023** **Alliance Service Centre**  
Portfolio Management Support Officer  
-Supports our inhouse brokers and loan writers to facilitate the process of home mortgage approval.  
-Chase up client's documents and coordinates with different departments to facilitate issuance of loan.
- September 2017 - June 2021** **Troo Insurance**  
Financial Advisor  
-Gives financial analysis and solutions to bank clients.  
-Exceeds monthly sales target.
- March 2013 - February 2016** **AXA Philippines**  
Financial Advisor  
-Gives financial analysis and solutions to bank clients.  
-Exceeds monthly sales target.
- February 2011 - February 2013** **Selj Pharma**  
Account Executive  
-Identify customers and manage sales promotion to targeted doctors to achieve target.  
-Key point contact between the pharmaceutical company and healthcare professionals.  
-Promotes product awareness, answers queries.
- April 2009 - January 2011** **Brand Leap Marketing Services**  
Promo Coordinator  
-Contact person between company and customers.  
-Makes sure that programs and projects is going out the way it should be.

## EDUCATION

- 2007** **Dominican College**  
BS Nursing  
Registered Nurse

## REFERENCE

Will be given upon request

