

MERJETT BALIBER CLAUS



Fame St. Area 2 Fourth Estate Subdivision Brgy. San Antonio
Sucat, Parañaque City

Office Staff / Data Encoder / Toll Teller / Collections Associate /
Bank Employee / Factory Worker



Parañaque City, Philippines

April 20, 1995

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merjett.claus@yahoo.com

I was worked as Factory Worker in eye lenses manufacturing , i also worked as Data Encoder or simply as Insurance Data Processor, also been a Toll Toller in expressways road, i have been an Office Staff as HR 201 File Personnel and been an Tele-Collections Associate in Bank, Insurance Companies and currently, in one of the biggest manufacturing and well-known Airconditioning company here in Philippines.

❖ Work Experiences

- 05.2023 - PRESENT COLLECTIONS ASSOCIATE CONCEPCION BUSINESS SERVICES INC.
- I am responsible in calling the client for their payment rendered in services and/or goods from us in Airconditioning Company in Muntinlupa City, Philippines
- 10.2022 - 03.2023 COLLECTIONS ASSOCIATE PARAMOUNT LIFE AND GENERAL INSURANCE CORP.
- Responsible in calling the agents for the payment of their client who avails non-life insurance with us in Makati City, Philippines
- 10.2020 - 01.2022 COLLECTIONS OFFICER ICHOOSE INSURANCE AGENCY AND SURETY SERVICES INC.
- Responsible in calling our client for the payment who avails car and fire insurance with us in Las Piñas City, Philippines
- 02.2020 - 09.2020 COLLECTIONS ASSOCIATE CHINABANK SAVINGS INC.
- I am responsible in calling the client who avails car loan, home loan, teacher's loan and personal loan from our Bank in Makati City, Philippines
- 03.2019 - 02.2020 OFFICE STAFF (HR 201) STAFF ALLIANCE INC.
- I am handling and keeping the HR 201 Files of all Chinabank Employees in Makati City, Philippines
- 04.2016 - 04.2018 DATA ENCODER UNITED CUSTOMERS SUPPORT INC.
- Responsible in data analyzing and encoding to process their availed insurance from our client in Paranaque City, Philippines
- 06.2014 - 11.2014 TOLL TELLER MANILA TOLL EXPRESSWAYS SYSTEM INC.
- I am collecting payments from motorists who uses South Luzon Expressways in assigned Toll Booths in Calamba, Laguna, Philippines
- 11.2013 - 04.2014 FACTORY WORKER HOYA LENS MANUFACTURING INC.
- I am assigned to picked the right lenses based on our client request to used to start creating and manufacturing eye lenses.

❖ Education

- 06.2017 - 03.2019 International Electronics and Technical Institute Inc. / Bachelor of Science in Information Technology
- 06.2011 - 06.2013 International Electronics and Technical Institute Inc. / Information and Communication Technology
- 06.2007 - 03.2011 Parañaque National High School - Main
- 06.2006 - 03.2007 Fourth Estate Elementary School
- 06.2001 - 03.2006 Sucat Elementary School

❖ Government Identifications

- SSS : 34-4052541-4
- PAG-Ibig : 1211-09365568
- TIN : 455-008-840
- PHILHEALTH : 02-0510474636
- PASSPORT : P7554400B

❖ Dependent

Zeign Sebastian C. Bracamonte
October 27, 2015 - Son