

ANNA ANDREA RAMIREZ



Singapore



84523154



anna.andrea.ramirez@gmail.com

SKILLS

- Microsoft Office
- Computer Skills
- Customer Service
- Ability to multitask
- Ability to work in a team
- Supplies Inventory

EDUCATION

● BACHELOR OF ARTS IN MASS COMMUNICATIONS, MAJOR IN MEDIA PRODUCTIONS

Assumption College
Manila, Philippines
2000 – 2004

LANGUAGE

- ENGLISH
- TAGALOG

PROFILE

I am an experienced administrative professional who is well-versed in clerical and management functions. As a team player, I work well with others to help our organization thrive in achieving goals. I am independent and a fast learner who can try new things to acquire more skills for success.

EXPERIENCE

TRAINING ADMIN ASSISTANT

- June 2014 - December 2017
Manila, Philippines

PRU LIFE UK – a subsidiary of Prudential plc

- Making travel arrangements for Training Officers and external guest speakers for the training programs and monthly Leaders Assembly in Manila, Cebu and Davao, Philippines.
- Providing materials for efficient training to the Agency Leaders.
- Responsible for administration duties of the Training Department.
- Booking all training venues and monthly assemblies in advance.
- Managing monthly calendar of the Agency activities (trainings, assemblies, incentive trips).

ADMIN ASSISTANT FOR NEW BUSINESS AND UNDERWRITING (BANK PARTNERS)

- January 2014 - May 2014
Manila, Philippines

PRU LIFE UK – a subsidiary of Prudential plc

- Checking and pre-screening raw application forms from bank partners for 100% completeness of all needed information and requirements due for Underwriting and Policy Issuance.
- Tagging and tabulating the New Business Policy Delivery Forms from Policy owners as the basis for the Agents' commission with 0% error.

ADMIN ASSISTANT FOR CHANNEL SUPPORT (BANK PARTNERS)

- May 2011 - December 2013
Manila, Philippines

PRU LIFE UK – a subsidiary of Prudential plc

- Providing administrative / marketing support and coordination related to the bank partner's new projects, incentives and product briefings.
- Preparing and sending detailed reports to bank partner's Sales, Operations and Marketing team for proper monitoring of the sales.
- Planning and booking travel accommodations for bank partner events, including airfare, lodging, and group packages.
- Monitoring New Business for Face-to-Face Single Premium, included the delivery requirements, policy issuance and after sales coordination with Life Operations New Business Unit, Policy Administration Department and Payments Services Section.

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RECOGNITION

5 YEAR SERVICE AWARD

Pru Life UK – a subsidiary of Prudential plc

December 2016

CERTIFICATE

Completed the Life Office Management Association (LOMA) Level 1 stage.

EXPERIENCE

LEGAL FILING CLERK

- November 2010 - February 2011
Manila, Philippines

ABS-CBN GLOBAL LIMITED

- Organizing legal documents (contracts, e-mails, communications).
- Responsible in routing documents.
- Facilitating notarization of contracts.

FRONT DESK ASSOCIATE

- January 2009 - May 2010
Manila, Philippines

PACIFIC HUB CORPORATION

- Maintaining cleanliness and organization of front desk area.
- Sorting mail and other important data.
- Collecting deposits, fees and payments.
- Documenting all customer inquiries and comments thoroughly and quickly.
- Fostering a positive work environment by consistently treating all employees and customers with respect and consideration.

OFFICE STAFF

- September 2004 - September 2008
Manila, Philippines

RAMCO INDUSTRIAL AND TRADING CORPORATION

- Supporting the team with everyday admin and clerical work.
- Taking dictation and maintaining store of office supplies.
- Handling requests from other professionals.

REFERENCES

Available upon request.