

MIGUEL EZEKIEL DE JESUS

Commercial Lines VA

CONTACT

- ☎ +639773902448
- ✉ miguelezekiel004@gmail.com
- 📍 Calumpit, Bulacan

PROFILE SUMMARY

I'm a Virtual Assistant in Commercial Insurance with three years of experience specializing in property, general liability, auto and worker's compensation insurance service

SKILLS

- Microsoft Software
- Customer Service
- Teamwork
- Time Management
- Critical Thinking
- Fast Learner
- Effective Communication

WORK EXPERIENCE

VA LINK

Commercial Lines Customer Service Rep. 2021- Present

- Processing Property and Casualty Insurance Commercial Accounts.
- Quoting and presenting proposals to the agent/client.
- Servicing Agent providing endorsement, certificate, endorsement forms, billing and other service email.
- Knowledge of most ACORD forms including endorsement form.
- Agency management systems: EZLynx, QQcatayst, Salesforce and AMS360.
- Fulfilling Lender's requests and requirements for loans.
- Experience in Property insurance for Real Estate.
- Policy Review

REFERENCE

CARLO REGALADO

Abbate Insurance

carlo.regalodoo@gmail.com

09672656490

JUN NOEL TADOKORO

Abbate Insurance

tadokoro.jun.noel@gmail.com

09683744698