

EZRA G. KIAMCO

361 Hipodromo, Cebu City, Philippines

Contact no. ,

(+63) 0922-369451

Email Address: kiamcoezra@gmail.com



OBJECTIVE:

To work with your company with diligence and sincerity by maximizing my fullest strengths and capabilities.

PERSONAL BACKGROUND:

Age: 22 yrs. Old
Gender: Female
Nationality: Filipino
Date of Birth: October 31, 1996
Place of Birth: Cebu City
Religion: Born Again Christian
Civil Status: Single
Weight: 52 kg
Height: 5'5"

JOB EXPERIENCE:

Company Name: **PRU LIFE UK**

Nature of the Company: Insurance **September 2018 – July 2019**

Designation: **Executive Assistant**

Functions:

- Assistant to the manager
- Prepare monthly and weekly reports
- Organize and document meetings, gathering, seminars and other activities
- Answers inquiry
- Organize documents
- Making poster for the events
- Monitor sales of each agents
- Manage and help to solve the problems of the agents
- Inform agents about the updates and events of the company
- Check if they complied the requirements

ON THE JOB TRAINING:

Accounting Department
Cebu Manila Water Development, Inc.
3rd Flr. Cebu Holdings Bldg
Cebu Business Park

October 2017-February 2018

- Performing general ledger account and preparing journal entries.
- Organize documents
- Answer telephone calls and give information to callers, take messages, or transfer calls to appropriate individuals.

REFERENCES:

Belinda F. Elarmo
Finance and Admin Manager
Cebu Manila Water Development, Inc.

Mobile # 0917-6596231

Mae Crestil B. Tiongco
Unit Manager
Pru life UK

Mobile # 0917-1474823

EDUCATIONAL ATTAINMENT:

ELEMENTARY:

Hipodromo Elementary School
Saint Paul Hipodromo, Cebu City

2004-2010

HIGHSCHOOL:

Mabolo Christian Academy
Borces st. Mabolo, Cebu City

2010-2014

COLLEGE:

Bachelor of Science in Business Administration
University of Cebu-Banilad Campus
Banilad, Cebu City

2014-2018