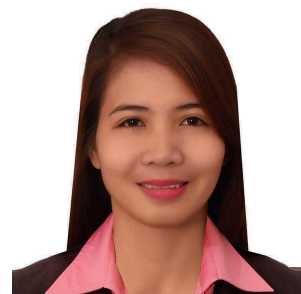


Jorda F. Venancio

Flat 21, Al Moossa 2 Building , Al Rigga, Deira, Dubai, UAE

Contact Number: +971 56950 6761

Email: dhadha818@gmail.com



Objectives

To work in an environment that motivates excellence, passion for work and loyalty towards the organization that will strengthen my personal character, which will enable me to become more competitive in my chosen field of endeavor.

Achievement/s

- Passed the Insurance Commission Licensure Examination – Insurance Commission of the Philippines

Skills

- Good communication skills in oral, written, and listening.
- Computer and Multi-Media Literacy.
- Communicate professionally and effectively with clients.
- Prioritize time effectively and work well under pressure.

Experiences

- **Floor Center** – July 2017 to January 2018
 - Store Manager
 - Responsible for the overall management of the daily operations of a store including staff management, financial management, merchandising, driving sales and customer service, ensuring best practices and meeting quality standards to achieve key results and support company strategies.
- **BPI- Philam Life Assurance Corp.** – February 2018 to March 2020
 - Field Bancassurance Sales Executive
 - FBSE is someone who is tasked with offering financial planning services to clients of the bank. Aside from customer service, FBSE is expected to handle the reporting, planning, and administration of the plans purchased by the client.

Educational Background

- | | | |
|--------------|--|-------------|
| • Primary: | San Jose Elementary School | 2000 – 2006 |
| • Secondary: | San Jose National High School | 2006 – 2010 |
| • Tertiary: | Our Lady of Fatima University – Quezon City Campus | 2013 – 2017 |
| | Bachelor of Secondary Education Major in English | |

Personal Background

Age: 26	Birthday: August 18, 1993
Height: 5'1	Weight: 45 kgs
Nationality: Filipino	Religion: Roman Catholic
Mother's Name: Rizalina F. Venancio	Occupation: Businesswoman
Father's Name: Sergio Z. Venancio	Occupation: Locksmith

Character Reference

- **Kimberly Joyce D. Leal, DHA, RN** +971 543 003 998
Nurse
Jumeirah American Clinic