



Eljay Cabellon

Customer Service Representative



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1152-H, Villa San Pedro 1,
Basak Pardo, Cebu City

PROFILE

An excellent customer service that has strong communication, active listening, empathy, problem-solving, and can work under pressure. Very passionate about work and get the job on time. Has proven ability to build strong relationship to people and serve with dedication to the assigned work.

SKILLS

soft

- Quick learner
- Able to think critically
- Teamwork and Collaboration Skills
- Time management Skills
- Good ethical judgement and Integrity
- Ability to work under pressure
- Task-oriented

hard

- Basic computer skills

WORK EXPERIENCE

Wipro Philippine Inc. Oct. 2023 - current

UnitedHealthcare

- Providing Eligibility and Benefits information
- Intake Case Creation, Checking Status, and Prior Authorization Requirements
- Providing claims information

EDUCATION

Don Vicente Rama Memorial National High School
Macopa St., Basak Cebu City

2019 - 2021

Cebu Institute of Technology – University
Bachelor of Science in Information Technology

2021 - 2023