

# CURRICULUM VITAE

## **PERSONAL DATA**

NAME	Daniela Debono
ADDRESS	268, Flat 3 Triq ix-Xatt Gzira
MOBILE	99274471
DATE OF BIRTH	7 <sup>TH</sup> July 1987
NATIONALITY	Maltese
I.D NUMBER	307887M

## **EDUCATION**

September 2003 – July 2005	MCAST Community Services
October 1992 – June 2003	Convent of the Sacred Heart

## **QUALIFICATIONS**

<b>‘A’ Level</b>	Accounts [Grade C] Board Text production/keyboarding
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<b>Matsec ‘O’ Level</b>	Accounts, Maltese English Language, Maths, Italian, Biology, Home Economics, Art, Religion
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<b>Insurance Qualifications:</b>	Certificate in Insurance Award in Personal Lines Insurance (Diploma Level)
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## **Courses Attended**

The Dakar Time & Attendance Training Course  
MCAST Fundamentals in Motor Vehicle Engineering

## **Work Experience**

**May 2019 – present**

**Citadel Insurance Plc – Customer Service Representative**

**Job Description:** Provide clients with quotes and product information that the company offers on Personal Lines, Commercial Lines and Life. Issue and complete all necessary documentation to issue the new policy and abide by the companies procedure. Help clients to fill out claim forms. Chase or collect both new and renewal premiums. Follow up on clients that have lapsed policies. Liaise with the Head Office underwriters with any query that the client arises with; such as upgrades and downgrades in their current policy terms and any referrals. Up keep of the Branch and other accounts and administrative duties.

**September 2018 – May 2019**

**Ving Insurance Brokers Ltd Insurance Officer**

**Job Description:** Liaising between clients and insurance companies mainly on Motor, Home, Health and Travel Insurances. Preparing various quotes from different local insurance companies and follow up with client on with which company to close the deal. Help client to fill in the proposal form and hand in all necessary documents to send to the insurance company to issue the policy. Renew and chase existing clients to collect premiums and issue documents. Liaising with insurance companies to send renewal terms and generate the renewal letter and send out to existing clients. General accounts and administrative duties.

**July 2017 – September 2018**

**Argus Insurance – Motor Underwriting Clerk**

**Job Description:** Collecting background information and assessments of risk, generating quotes, determining premiums, preparing insurance policy terms and conditions and liaising with insurance brokers and clients. Receive premiums both for new business and renewals. Close of cash report and other administrative duties.

**May 2017 – July 2017**

**Argus Insurance – Receptionist**

**Job Description:** Greeting clients, answering phone calls, filing, handling payments for insurance by post and issuing licenses.

**March 2017 – April 2017**

**Atlas Insurance – Clerk**

**Job Description:** Filing, opening mail and sorting

**March 2014 – March 2016**

**Gasanzammit Motors Ltd - Service Advisor**

**Job Description:** Opening Job cards. Booking of appointments on Kerridge system. Answering client enquires by telephone and email. Issue quotations. Invoicing. Keeping record of parts ordered. Up selling services, parts and products.

**March 2012 – March 2014**

**Yellow Pages Ltd – Accounts Clerk**

**Job Description:** Accounts receivable including preparation and posting of debtor's invoices, Generation of debtor's statements, Posting to the nominal ledger, Updating of bank and cash accounts, Carrying out bank and cash reconciliations, Process advertisement booking orders, Maintaining accounting records and performing other related duties in the Finance Department as and when required.

**February 2011 – February 2012**  
**Officer**

**Lighthouse & Ashley – Business Relations**

**Job Description:** Coordinating The Bargain Magazine, Collecting artworks and communicating with clients setting up meetings, email and telephone. Meeting deadlines. Debtor Chasing. Occasionally replacing the receptionist.

**November 2010 – January 2011**

**Gasanzammit Insurance Ltd – Finance Clerk**

**Job Description:** Verifying the accuracy of invoices and other accounting documents or records. Update and maintain accounting journals, ledgers and other records detailing financial business transactions. Compile data and prepare a variety of reports.

**September 2009 – 2010**

**Gasanzammit Enterprises Ltd – Service Advisor**

**Job Description:** Opening Job cards. Booking of appointments on Kerridge system. Answering client enquires by telephone and email. Issue quotations. Invoicing. Keeping record of parts ordered. Up selling services, parts and products.

**April 2006 – 2009**

**Mizzi Motors Ltd – Telephone Operator /  
Administrative Clerk**

**Job Description:** Answering customer enquires by phone and email. Booking of appointments on Kerridge system. Payroll duties. Opening job cards and invoicing.

**January 2006 – March 2006**

**Gala supermarket – Cashier**

**Job Description:** Greeting clients, weighing fruit and vegetables, receive money and issue receipt and give change. At end of the shift check cash flow.