

ROLAND KINTANA AWA-AO

5303 25 Ave, Unit 102 Edmonton Alberta, T6L 7H1

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CAREER OBJECTIVE

To establish a career in a reputable company wherein I could exercise and further develop my skills.

Hardworking, dependable, self-reliant and trustworthy person who can work with minimal or even without supervision.

SKILLS

Exceptional communication skills
Sales and Marketing
Organizational and Time Management
People management

EDUCATION

Collegiate: 1995-1998
Central Colleges of the Philippines,
Aurora Blvd. Quezon City
BS Optometry

Secondary: 1990-1995
Guzman Institute of Technology,
Quiapo Manila

Primary: 1984-1990
Aurora A. Quezon Elementary School
Cordillera St. Galas Quezon City

AVAILABILITY

Monday to Wednesday
8:30am to 2:30pm &
6:00pm to 10:00pm

Thursday
6:00pm to 10:00pm

Saturday
8:00am to 5:00pm

WORK EXPERIENCES

PRULIFE UK

Freelance Life Insurance Agent
January 2019- January 2021

JOB DESCRIPTION:

- Selling and providing advice to clients and recommending insurance products suited and according to their needs.
- Responsible for mediating between the insurance company and the clients.
- Providing excellent customer service to maintain and retain clients as well as expanding our customer base.

SYKES ASIA

21/F Robinsons Summit Bldg.
Ayala Makati City.

TIER 2 AGENT- Claims

August 2012- February 2014

JOB DESCRIPTION:

- Handles inbound calls for claims related concerns.
- Responsible for processing insurance claims, giving feedback on claims to claimants.
- Review, evaluates and processes insurance claims documents to ensure that a claimant follows necessary guidelines and coordinates with insurance companies.
- Provides efficient service to another existing clientele.
- Prepares reports as scheduled or requested.

CUSTOMER SERVICE REPRESENTATIVE

September 2006 – July 2012

JOB DESCRIPTION:

- Assists Prudential's Life Insurance plan holders with their concerns.
- Assists new agents with their queries regarding Prudential account.
- Take note of new agent's conversations with the plan holders & give comments and reactions to the Supervisor.
- Assists the Team Leader in other concerns/issues concerning related to work.
- Prepares reports as scheduled or requested.

CASTLE COMFORTS CORPORATION

Dadiangas, General Santos City

November 1998 – September 2000

Position: Sales-Distributor of Waterbed

JOB DESCRIPTION:

- Promotes waterbed products.
- Do sales call to existing accounts and new accounts.
- Install and repair waterbed.

Reference

Sharel Peralta, P. Engr

Leader, Track & Way

Transit Service System, Calgary Transit

(403) 969-0170

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