**First Name of Application CV No 1636992**

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**Career Objective:**

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. And alsoto be part of an organization that will further enhance my knowledge and skills as a career person and as an individual.

**Professional Background:**

**Rural Bank of San Rafael (Bul.) Inc**.

Baliuag, Bulacan, Philippines

July 2010 – January 2014

**LOAN ASSISTANT**

* Analyze delinquent loans and determine if legal action must be taken or collection agencies will be utilized.
* Submit loan applications to credit analyst for verification and recommendation.
* Handle customer complaints and take appropriate action to resolve them.
* Work with clients to identify their financial goals and to find ways of reaching their goals.
* Confer with underwriters to aid in resolving mortgage application problems.
* Negotiate payment arrangements with clients who have delinquent loans.
* Market bank products to individuals and firms, promoting bank services that may meet customers’ needs.

**TELLER**

* Accurately and efficiently process and record routine transactions for bank customers including encashment of cheques, accepting deposits and withdrawals, processing of loan payments and money transfers.
* Promote and advise on the bank's products and services.

**NEW ACCOUNTS CLERK**

* Interview clients desiring to open a bank account.
* Explain banking services available to prospective clients and assist them in preparing application form.
* Compile information about new accounts, enter the account information in the bank system, and file related forms or other documents.

**Educational Attainment:**

Tertiary : Bachelor of Science in Computer Science

2006-2010

STI College Baliuag

Baliuag, Bulacan, Philippines

Secondary: God’s Grace Montessori School

2002-2006

Mangga, Candaba, Pampanga, Philippines

Primary : Dr. G. Dela Merced Memorial. School

1997-2002

Barangca, Baliuag, Bulacan, Philippines

**Seminars Attended:**

* Leadership and Teambuilding Seminar/Workshop
* Emotional Intelligence at Work
* Anti-Money Laundering Law
* Database System Seminar (STI College Baliuag, Bulacan, Philippines)
* Fire Protection Drill Seminar (STI College Baliuag, Bulacan, Philippines)

**Personal Data:**

Was born in Bulacan, Philippines on September 28, 1989. Single.

Responsible, Hardworking,Team Player and Fast learner.

Computer literate