**First Name of Application CV No 1645248**

Whatsapp Mobile: +971504753686



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**Objective**

* **To seek a challenging position where I could utilize the diversity of my acquired experience and demonstrate a high level of motivation with the opportunity to develop a career for personal growth.**
* **To be part of a progressive company that has a high regard for people**

**Aiming for Excellence and work with Integrity in the field of Banking & Finance/Accounting/ Management.**

**PROFESSIONAL SYNOPSIS**

* **Above 16 years’ cross-cultural experience in Accounting/Finance & Banking/Management, Sales & Marketing, Client Servicing and Team Management.**
* **Proficient in running successful operations & experience of developing procedures, service standards for business excellence.**
* **High skills of Strategic Planning in terms ensuring zero percent PAR**
* **Experience in organizing various promotional activities / events and escalating business, profitability and market coverage.**
* **Adept in providing value added customer service by resolving clients issues & ensuring their satisfaction with the product and the service norms.**
* **Possess excellent interpersonal, communication and organizational skills with proven abilities in training & development.**

**EMPLOYMENT RECITAL**

**TSKI (MICRO FINANCE) - Talibon Bohol**

**District Finance Officer**

**January 2006- May 2015**

**Accountabilities**

**• Accounting services**

**• Balances end of the day transactions with that of the bookkeeper’s record**

**• Generates from MIS data base the daily and month end district operations reports**

**• Submits/email weekly transactions toe the deputy executive director**

**• Back up daily databases of the district**

**• Client relationship, business development and cross selling**

**• Market products and services through cross selling referrals**

**• Displays a high level or standard of cleanliness, courtesy and discipline in dealing with clients as a measure of public relations**

**• Provides excellent customer service**

**• Actively educates the clients on new products and services self- development**

**• Develops and maintain own knowledge, expertise and professionalism**

**• Keeps abreast of current developments in microfinance industry**

**KAUSWAGAN BANK – Tagbilaran City**

**Bank Teller**

**December 2003 – January 2006**

**Accountabilities**

* **Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals**
* **Informing customers of new services and product promotions, ascertaining customers' needs; directing customers to a branch representative.**
* **Exchanging foreign currencies, providing special statements, copies, and referrals**
* **Answering questions in person or on telephone; referring to other bank services.**

**MUNICIPALITY OF TALIBON – Poblacion, Talibon, Bohol**

**Government Employee/Accounting Staff**

**April 1999 - November 2003**

**Accountabilities**

**• Prepare payroll for government employees**

**• Balances municipal supplies**

**• Processing of clients claims**

**• Perform such other accounting related duties may be assigned from time to time**

**SCHOLASTIC RECORD**

**UNIVERSITY OF SAN JOSE RECOLETOS**

**Bachelor of Science in Commerce Major in Banking and Finance**

**SKILLS**

* **Ability to perform under pressure.**
* **Ability to reduce cost and increase productivity.**
* **Ability to bring the improvement in banking and financial accounting systems.**
* **Preparation of monthly project cost sheets based on actual results and its analysis with respect to planned estimates.**
* **Preparation of transparent, accurate and timely management and financial accounting information.**
* **Hands on competency and experience of computer software such as MS Office, Capable of handling any operating system and accounting software.**

**SEMINARS ATTENDED**

* **Developing Competence Training**
* **Financial Education-Budgeting Training**
* **Training on Renewing Commitment and Team Building**
* **Lead to Last Training**
* **Training Course on Risk Management and Micro Insurance**

**PERSONAL VITAE**

**Date of Birth : November 28, 1978**