**Kevin**

**Objectives:**

“ To seek employment in a position that I will be suited for, and to be part of an organization where hard work will be rewarded and where career advancement will always be possible.”

**Work experience:**

**June-November 2015**  **ASSISTANT LOAN OFFICER/DOCUMENT CONTROLLER**

 Fico Bank First Isabela Corporation

 Cabanatuan City, Philippines

* *Checking all account documentation pertinent to loan.*
* *Assisting in the preparation of document pertaining to loan.*
* *Checking the daily loan deposit slip if properly recorded in the system.*
* *Posting of daily loan deposit slip.*
* *Verifying if the details stated in the deposit slips and in the record if correct.*
* *Answering telephone queries from the customer and ensuring customer satisfactions.*
* *Set appointment for loan officer as needed.*
* *Maintaining a tracking activity so that document can be updated easily.*
* *Responsible in filling all the document in sequence and ensuring that it is up to date.*
* *Responsible in proper distribution of document to the relevant parties.*
* *Doing other duties that may be assigned from time to time.*
* *Had experience also for direct selling.*

**Work Related Skill and Qualification:**

* Computer literate (MS Word, MS PowerPoint, MS excel)
* Dedicated and hardworking individual.
* Willing to learn, flexible and fast learner
* Can work under pressure and had good credentials from previous employer.
* Can do duties that maybe assign from time to time

**Educational Attainment:**

June 2011- March 2015 Bachelor of Science in Business Administration

 Major in Financial Management

 Wesleyan University Philippines

 Cabanatuan City, Philippines

**Seminar/ Training Attended**:

**“Personal and Career Orientation: Listen to Expert Discovery your Opinion”**

 Held at Wesleyan University Philippines

 October, 1 2012

**“Career Opportunities in Financial Management’’**

 Held at Wesleyan University Philippines

 October, 2013

**‘’Risk Management: The Mantra in Today’s Changing and Uncertain Financial Management”**

 Held at Cinema 1, SM Tarlac City

 February, 2014

 **National Finance Summit “Ground Zero for Global Comprehensive”**

 Held at SMX Convention Center, Pasay City

 January 24, 2015

**Personal information:**

Date of birth: Oct. 18 1994

Civil Status: Single

Language spoken: English and Filipino

Height: 5’8ft

Weight: 67kg

Nationality: Filipino

[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 