Neil

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**JOB EXPERIENCES**

**OF THE PHILIPPINES**

*Manila*

**RETAIL MID-MARKET LENDING GROUP**

***JUNIOR MANAGEMENT ASSOCIATE - ACCOUNT OFFICER***

SME – MID-MARKET LENDING DEPARTMENT II

*September 2015 to May 4, 2016*

**RESPONSIBILITIES**

* Undertakes the promotion, packaging and utilization of the Bank’s loan products and services to qualified prospective Small and Medium Enterprises and Overseas Filipino Workers.’
* Evaluates and determines the viability of the applicant’s proposals and negotiate the terms and conditions of the financial package
* Monitors existing accounts to see to it that they meet their commitments and that the agency is kept informed on their financial needs.
* Administers restructuring and collection of past due and non-performing loans.
* Attends to foreclosure and consolidation of past due and non-performing of remedial accounts.
* Oversees the work of the lower staff and does other work that may be assigned.

**PHILIPPINES**

*Manila*

**BANKING GROUP**

***JUNIOR MANAGEMENT ASSOCIATE - ACCOUNT ASSISTANT***

CORPORATE BANKING DEPARTMENT II

*March 2013 to September 2015*

**RESPONSIBILITIES**

* Provides assistance to the Account Officer in undertaking account management activities such as prospecting of potential markets, evaluation and packaging of new loan applications.
* Ensures proper account administration and client relationship management
* Monitors accounts in coordination with various units of the Bank

**LANDBANK OF THE PHILIPPINES**

*Manila*

***MANAGEMENT TRAINEE***

*July 2012 to March 2013*

**RESPONSIBILITIES**

* Exposed to the different functions, processes, and operations of the bank
* Trained through classroom and on-the-job training methods, including a comprehensive written and oral exam
* Recognized as a Distinction Awardee

**LANDBANK OF THE PHILIPPINES**

*Manila*

**BOOKKEEPER – LOAN PROCESSOR**

*July 2011 to July 2012*

**RESPONSIBILITY**

* Evaluates and processes loan applications using SAP offered for internal employees of the Bank.

**EDUCATIONAL ATTAINMENT**

**Tertiary: BS Accountancy**

 *St. Louis University*

 *Baguio City*

 *April 2008*

**OTHER PERSONAL INFORMATION**

Birth date: August 23, 1986

Status: Married

Eligibility: Certified Public Accountant

Career Service Professional