**JULIO**

**BACHELOR OF ARTS (MAJOR IN INDUSTRIAL MANAGEMENT)**

|  |
| --- |
| **Objective** |

To be part of an organization where I can share my knowledge and make contributions through my skills while meeting the company’s goal and objective.

|  |
| --- |
| **Highlights of Qualifications** |

# More than 3 year experience as leasing admin in a banking industry under Lease Management Department and 6 months in Human Resource as HR clerk

* Proficient in use of MS applications, internet and other computer software
* Responsible and Goal oriented, can work under pressure and deadlines.
* Strong personal communication, leadership and organizational skills.
* Ability to work collaboratively having positive attitude and knowledge of admin procedures

|  |
| --- |
| **Work Experience** |

**BDO UNIBANK INC. (Philippines)**

(January 2013 – March 2016)

Branch Banking Group – Lease Management Unit

Responsibilities:

* + Draft proposals, contracts, deed of sale and other documentations required.
  + Answers telephone calls, emails and take messages from branch and lessors.
  + Negotiate lease terms and contract provision with lessor.
  + Works with precision to ensure that all soft and hard copy filing is accurate and is easily retrievable.
  + Responds in a timely manner to requests to retrieve information, information searches and general requests for support from branches and technical team.
  + Request appraisal report on the proposed property for lease/sale.
  + Coordinate issues affecting branch lease with concerned unit’s appropriate and immediate resolution.
  + Monitor lease expirations and proactively contact existing lessor for renewals or extensions.
  + Examines leased branches to ensure all provisions of the lease agreement are observed.
  + Accurately updates information as required.
  + Facilitate approvals in paying Security Deposit and Advance Rentals.
  + Perform other duties and functions as may be assigned.

**BDO UNIBANK, INC. (Philippines)**

(June 2012 –December 2012)

Human Resource Group – Recruitment Clerk (Contractual)

Responsibilities:

* Encodes profile of all scheduled staff for exam and officers for interview.
* Ensures accuracy of database of all applicants for easy tracking.
* Checks database and provide applicant's application status to Sourcing Officer.
* Files documents (resumes, rejected application forms etc.) and retrieves them whenever needed.
* Prepares list of staff interview and in-charge of re-scheduling staff for interview.
* Assists during company in-house Job Fairs and encodes profile of all Job Fair participants.
* Routes documents as required.
* Other administrative functions that may be assigned from time to time.

**GENDIESEL PHILIPPINES, INC.**

(September 2011 - March 2012)

Warehouse Assistant (OJT - 480 hours)

Responsibilities:

* In-charge in the maintenance and release of parts of generators.
* Prepares orders and documents needed to be able to issue orders of branches.
* Files documents and retrieves them whenever needed.
* Check the accuracy of new delivered items and machine parts.

|  |
| --- |
| **Skills** |

* Good team player and multi-tasking abilities
* Proven initiative, ability to work with minimal supervision, enthusiastic, fast learner and always eager to learn new things
* Persuasive and adaptive to various settings
* Positive and Professional attitude
* Good oral and interpersonal skills
* Good organizational and time management skills
* Highly competitive and can handle pressure
* Good command of oral and written English language
* Service and Goal-oriented
* Strong negotiation and customer service skills
* Computer literate ( MS Word, Excel, Internet)
* Typing Speed: 70 words per minute
* Able to establish and maintain healthy working relationship with people in course of work
* Able to deliver effective results, meet tight deadlines and targets
* Able to motivate and empower others to reach organizational growth

|  |
| --- |
| **Education** |

**BACHELOR OF ARTS MAJOR IN INDUSTRIAL MANAGEMENT**

Technological University of the Philippines

2010 - 2012 (Graduate)

**COMPUTER ENGINEERING TECHNOLOGY MAJOR IN SOFTWARE**

Technological University of the Philippines

2006 - 2009 (Graduate)

|  |
| --- |
| **Personal Information** |

Nationality: Filipino

Civil Status: Single

Languages: English & Tagalog

**Job Seeker First Name / CV No: 1717338**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

