**ACCOUNTS ANALYST**

**(GOVERNMENT INSTITUTION)**

**\*IT ASSISTANT**

**(GOVERNMENT INSTITUTION)**

MS Office "Power User" \* Adept Written/Verbal Communicator

**Career Objective**

To be a part of a dynamic organization that can enhance my skills and utilize my potential to fully contribute to the growth and profitability of the company.

**Key Skills**

* **Office Skills:** Telephone & Front Desk Reception, Customer Service, Filing, Database & Records Management,

Data Entry (70 WPM)

* **Computer Skills:** Word, Excel, Power Point, Outlook, Troubleshooting Hardware & Software Windows Vista,XP,7&8

**Programming Languages:**

Turbo C, Turbo C++, Development C++, Turbo Pascal, Visual Basic 6.0, PHP,

**Applications:**

Adobe Photoshop, Adobe Dreamweaver, Adobe Flash, MS Word, MS Access, MS Excel, MS Power Point, Sony Vegas, HTML,

* **Has excellent attendance and positive attitude to the job.**

**Employment History**

**ACCOUNTS ANALYST Januany 2015 – March 2016**

**HOME DEVELOPMENT MUTUAL FUND (PAG IBIG FUND)**  **E. Aguinaldo Hi-way, Imus Cavite Philippines**

* **PROCESSING OF SHORT TERM LOAN**

Receives loan application from clients.

Verifies loan application for qualification

Process loan application

Batch loan application for calamity loan

* **CLOSING OF ACCOUNTS FOR RENEWAL AND LOAN TERMINATION**

Receives application from Provident Benefits Division.

Verifies loan status.

Closing of member’s account using FinnOne Recast.

* **OFFSETTING OF LAPSE ACCOUNT**

Receives application from Provident Benefits Division.

Verifies loan status

Offset loan balance

* **EMPLOYER RECONCILLIATION**

Reclassification of payments for loans.

Allocation of loan payments to its respective ledgers.

Provides Statement of Accounts as per employer request.

Reconcile/ analyze payments per employer.

Verifies loan balances and payments.

* **POSTING OF LOAN PAYMENTS**

Posting of loan payment to its corresponding ledger manually and web base.

Review posted payment from Employer’s ledger.

* **COUNTER SERVICING**

Attends clients request/ follow up for his/her loan.

Provides ESAV for Member’s Contribution.

Request for transfer and merging of records.

Member’s change of status.

* **EXTRACTING OF PAYFILE**

Extract all Pag-IBIG Reciept (PFR)

Verifies loan details.

Balance Posted amount and PFR amount.

Reconcile/ analyze payments per accounts.

**INFORMATION ASSISTANT September 2014 – December 2015**

**HOME DEVELOPMENT MUTUAL FUND (PAG IBIG FUND) E. Aguinaldo Hi-way, Imus Cavite Philippines**

* Assist System Administrator with desktop support, and troubleshoot hardware/software.
* Back up data of everyday transaction.
* Installation of desktop software application and wire network.
* Monitor CCTV camera.
* Make monthly transaction report.
* Monitor speed of network to avoid lock/hang of system.
* Run and extract B.O.D and E.O.D every 15th and 30th day of the month.

**TRAININGS / SEMINARS**

* **On- The- Job Training - April 2013**

Pag-IBIG Fund (HDMF) Imus Cavite Philippines

* **Getting to be hired *-* Septmber 2013**

Cavite State University Cavite City Cavite Philippines

* ***Microsoft Software Licensing -* Septmber 2013**

***and Windows 8***  Cavite State University Cavite City Cavite Philippines

* ***Mobile Application Development -* July 2013**

***Using Android Platform*** Cavite State University Cavite City Cavite Philippines

* ***Telecommunication Network 101 -* August 2013**

Cavite State University Cavite City Cavite Philippines

* ***Joomla Framework -* August 2013**

Cavite State University Cavite City Cavite Philippines

* ***Fiber Optic Splicing and Testing* *-* October 2011**

CAP Building Auditorium Makati Philippines

* **Mobile Business - Septmber 2012**

CAP Building Auditorium Makati City Philippines

* **Putting your Business Online - Septmber 2010**

World Trade Center Manila Philippines

**Educational Background**

**Bachelor of Science in Computer Science** **2010 - 2014**

**Cavite State University** Cavite City Cavite, Philippines

**Grade Point Average (GPA) 1.86 or 90%**

**College Honors (Dean’s Lister: 3 Semesters)**

**Personal Data**

**Nationality:** Filipino

**Civil Status:** Single

**Job Seeker First Name / CV No: 1719594**

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

