**CV No 1944294**

**Angelica**

**Objective:**

To seek a challenging and responsible role where I can utilize my skills, expertise and experiences with the intention of gaining more ideas and trainings leading to career advancement and opportunities.

**Summary of Skills**

* Motivated and eager to learn
* Honest and Hardworking
* Can work with minimum supervision
* Excellent in problem solving skills, creativity and innovation
* Exposed to the real-world of industry through work experiences
* Computerized applications such as MS Excel, Word, Power point & Access
* Graphics Application (Adobe Photoshop and Adobe Illustrator)

**Area of Experiences**

**Current:**

**Joined:** September 2012

**Role:** Data Entry Operator Cum Document controller.

**Current Project:** Emirates NBD Scanning and Record Management (Jab al Ali).

* Receiving and labeling the files and cheques according to the Control Sheets.
* Verifies availability of the documents of each files according “Document Pre-checklist” attached.
* Enter data files/ cheques into prescribed computer database.
* Prepares required documents for scanning.
* Scan the Documents using “KOFAX Capture Application” and do the rotation.
* Identifies and interpret the correct data to be entered in Validation process.
* Verify correctly the physical document and scanned copies in Bizflow BPM (Business Process Management) Software and ready to approve.
* Re-files scanned documents for storage.
* Creating a daily report of production every end of the day.
* Dispatching of completed file ready to send warehouse.
* **Handling all kinds of Cheques**
  + Registration of Security, Returned, PDCs & Discrepancy cheques in both MS Excel & Applications.
  + Ensuring the storage safety and accuracy.
  + Handling the retrievals of Cheques.
  + Pulling of Cheques from different types of files (Credit Card, Loans)
  + Ensuring the total numbers of Cheques registered on TAT basis
* Planning & developing schemes to have faster, safer & smoothest operations.
* Reporting to Supervisor / Manager.
* Minimize the operational risks and maximize the assurance of the operational process.
* Performing the tasks efficiently with the prescribed internal procedures / policies / guidelines and regulations as applicable by the firm.
* Participating actively in the various initiatives within the section / unit.
* Completion of required tasks within the desired deadline.
* Handling the products according to their benchmarks (i.e. Loan files, Credit card files, AOD Documents).

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**Project Supported & Branch**

* + - Union National Bank RMC -Banks Street Jebel Ali Main Gate
    - Emirate NBD RMC Department- Jebel Ali Warehouse 3
    - Emirates NBD-Meydan& Murraqabat Branch
    - Emirates Islamic Bank –International Media Production Zone

**SAP Encoder** (*January 2011 – September 2011)*

**BMEG La Union Plant / BAMCOR**

*Taboc, San Juan, La Union Philippines*

* Enter daily Production in SAP (System Application and Products)
* Participate in the successful physical Inventory of Finished Goods every end of the month
* Reconciliation of Inventories of Finished Goods (Actual Count versus SAP Records)
* Answer phone calls, note down specific information or record
* Taking of minutes, manage files/records, and maintain organize surrounding.

**Educational Background**

**Secondary : La Union Cultural Institute**

*City of San Fernando, La Union*

**(2002-2006)**

**Tertiary : Bachelor of Science in Information Technology**

*Lorma Colleges, City of San Fernando, La Union*

**(2006-2010)**

**School Association Joined**

* Junior Philippine Computer Society, Lorma Chapter
* Youth for Information and Technology(Y4IT)

**Government Exam Passed Philippines**

**National Certificate II in PC Operations**

**Technical Education and Skills Development Authority**

Completed the competency requirements under the Philippine TVET Qualification and Certification System in the following units of competency:

* 500311105 Participate in workplace communication
* 500311106 Work in team environment
* 500311107 Practice career professionalism
* 500311108 Practice occupational health and safety procedures
* ICT313324 Operate a word processing application
* ICT313325 Operate a spreadsheet application
* ICT313326 Operate a presentation package

**Personal Information**

Birth Date : December 06,1989

Nationality : Filipino/ Single

Height : 5’1

Religion : Roman Catholic

Language : English/Tagalog/Ilocano

Visa Status : Dubai Technology and Media Free Zone (Transferable)

***References available upon request…***

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| **Angelica B. Fontanilla – CV No 1944294**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |