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**DELA**

**DELA.335387@2freemail.com**

 **CAREER OBJECTIVES**

A highly motivated individual with years of experience in a Multi-national Company and Bank, assigned in Finance as a Accounting Staff and a Loan Processor with proven competitive skills, abilities through learning experience and ensuring a quality performance towards work.

 **WORKING EXPERIENCE**

**IONICS EMS. 1 ½ year**

 **Manufacturing Company**

***Accounting Staff***

 -handling Cash and cash equivalent / bank reconciliation

 \*Checks and make reports about everyday transaction in bank and cash. (CDB- CRB/Cash flow)

 \*Computing amortization of car bank loan.

 \*Journal entry in Financial Statement

 \*Encoding of import documents on Accounts Payables section.

 \*Forex scheduling

 \*Schedule of interest income

 \*Schedule of interest expense

 \* Other tasks that may be assigned from time to time.

**Telstar Manufacturing Corp.**

***Accounting Staff***

-handling accounts payable trade.

**Motorcentral Sales Corp. 1year**

***Loans Processor***

\*Preparing documents for new loan

\*Preparing amortization schedule

\*Preparing a monthly loan report

\*OR (Official receipt) / CR (Certificate of registration) monitoring

**Planbank "RBCPI" Rural Bank of Canlubang Planters Inc. 1 year**

***Loans Staff***

\*Documentation of loan credit file/s \*Assists clients in registration of Land Title/s at Registry of Deeds (RD)

\*CI (Credit Investigation) / CI Report

\*A basic knowledge in Appraisal

\*Report of Remittances for Atty. Fee's \*Follow up clients before their maturity date pass \*Computing simple interest rate

 **SPECIAL SKILLS**

 - Know how to use computer ( Internet, Microsoft word/ excel, etc.)

 - Flexible in any kinds of tasks

 - Can easily adopt from different ( people, Places, etc. )

 - Proficient to speak English Language

 -Other tasks that may be assigned from time to time

 **EDUCATIONAL ATTAINMENT**

 **Tertiary:** Bachelor of Science in Business Administration

 Major in Financial Management

Pamantasan ng Cabuyao

 Katapatan Subdivision, Banay-Banay, Cabuyao City, Laguna

 2009-2013

 **Secondary:** Hossanna Christian School

 Cabuyao City, Laguna

 2001-2005

**Elementary:** Cabuyao Central School

 Cabuyao City, Laguna

 1996-2001

 **TRANING/ OJT (ON THE JOB TRAINING)**

**New Long Industry**

**Manufacturing Company**

 Accounting Department

* Filing, Encoding and Checking

**SEMINARS ATTENDED**

“Finance Lecture Series Risk and Return:

Exploring Opportunities and Challenges in Globally Competitive Era”

De La Salle University, Lipa City, Batangas

September 15, 2012

“Above and Beyond All Odds”

Pamantasan ng Cabuyao

March 18, 2012

“Global Excellence: Standing with Experts”

SMX Convention Center, Pasay City

January 14, 2012

“Journeying Together as ONE: Unleashing Infinite Possibilities”

Pamantasan ng Cabuyao

August 6, 2011

“Work, Attitudes, Values, Ethics and Spirituality towards Professional Engagement”

Pamantasan ng Cabuyao

March 2, 2011

**AFFILIATION**

**Junior Finance Executive (JFINEX)**

Pamantasan ng Cabuyao

Member Year 2010-2011

**Junior Confederation of Finance Association of the Philippines (JCFAP)**

Pamantasan ng Cabuyao

Member Year 2010-2011

**PERSONAL DATA**

Date of Birth : May 16, 1988

 Place of Birth : Sta. Rosa City, Laguna, Philippines

 Age : 28 yrs. old

 Gender : Male

Height : 5’5”

 Weight : 59 kilogram

 Civil Status : Married

 Nationality : Filipino