**MARIA**

[**MARIA.337246@2freemail.com**](mailto:MARIA.337246@2freemail.com)

**Banking and Finance** – 3 years and 6 months experience

PROFESSIONAL EXPERIENCE

**October 2011-April 2015**

* Loan Support Staff Mount Makiling Rural Bank Inc. October 3, 2011-April 13, 2014

(Philippines)

* Loan Support Staff 2 Mount Makiling Rural Bank Inc. April 13, 2014 -April 15, 2015

(Philippines)

* Ticketing daily transaction such as Analysis of Loan, Official Receipt and Loan releases.
* Filing the duplicate copy of the ticket on their designated compilation
* Computation of Portfolio-At-Risk for monitoring of past due accounts in microfinance loan.
* Monitoring of the clients post-dated checks.
* Monitoring of the payments of regular loan clients
* Monitoring of the due Insurances.
* Preparing DM/CM (as payment for their loan true for those who are depositing in BDO and Advance Depositing on their savings account.)
* Assisting the clients when they have questions regarding their loans or other matters.
* Preparing Computation Slips for those have due on their loan or who wants to fully paid their accounts.
* Preparing reminder letters for those accounts who have due on that month.
* Releasing of the regular loan and salary loan.
* Preparing Loan agreement for every loan releases.
* Compilation of the release forms and other documents and preparing collateral in folder for the titles of the regular loan clients.
* Preparing checklist of collateral in folders for faster and more convenient checking of accounts.
* Checking of Collateral in folders whether they are complete or not and preparing tickets for new accounts for checking purposes.
* Batching of Loan due for the day.
* Preparing weekly, monthly, quarterly and year-end reports.

EDUCATION

June 2007 – April 2011

Bachelor of Science in Business Administration (BSBA-HRDM)

Major in Human Resource Development Management

La Consolacion College Tanauan – Philippines

PERSONAL INFORMATION

Age : 25

Status: Single

Nationality: Filipino

INFORMATION TECHNOLOGY

* Microsoft Office - Word, Excel, Powerpoint
* Micro-Banking System

SKILLS AND CAPABILITIES

* Good Communication Skills
* Document Control
* Computer Literate

TRAININGS AND SEMINARS

* Leadership Training – We Lead As We Serve
* Academic Seminar -- The Anatomy of an Entrepreneur
* Business Forum -- The Best of Times, The Worst of Times-- HR’s Challenges and Agenda in today’s Business Unusual
* 1st JMAP Convention-- Linking HR Effectiveness to People and Business Outcomes
* On-the-Job Training-- Human Resources Section
* Team Building
* Know your Money and Counterfeit Detection Seminar