**Marvin**

**Marvin.338670@2freemail.com**

**Creative, resourceful and flexible in a multi-national environment. Aiming to expand knowledge and apply work experience in related fields to a career oriented organization. An expert in the Business Industry, with a vibrant knowledge of all aspects of the business from the root level.**

**Professional Experience**

***Operation Assistant June 2012 – January 2017***

***(Lending Association)***

***Negros Women for Tomorrow Foundation, Inc.***

**Key deliverables:**

* Assist customers by effectively resolving all customers-related issues and answer telephone calls in a friendly, helpful and prompt manner.
* Communicate with suppliers, retailer and costumer to achieve profitable deals and mutual satisfaction.
* Making sure that all inventory processes are completed on the same day.
* Occasionally delivering stock to branch and other retail outlets.
* Accurately encode payments received from the costumers into the database.
* Interact and coordinate into the branch that has issues and concerns about their system.
* Performs other duties and responsibilities assigned by the Management from time to time.
* Process and follow-up client’s insurance claims.
* Prepares semi-monthly and monthly reports and other documents, using word processing and spreadsheet.

***Loan and Service Assistant June 2011 – May 2012***

***(Contractual Employee)***

***City Planning Development Organization***

**Key deliverables:**

* Conducts loan screening and endorses loans for approval based on business capacity.
* Control and keep documents on files; Evaluate and assess every loan proposal.
* Provides information to customers by verifying of request; answering questions and offering assistance
* Leads the team for giving seminar to the association to enhance their knowledge about their business.

***Data Encoder March 2010 - May 2010***

***(On Job Training)***

***Land Bank of the Philippines***

**Key deliverables:**

* Entering data accurately into database and excel spreadsheets.
* Maintains customer confidence and protects operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.
* Handling inbound telephone queries from colleagues and client regarding data.
* Reviewing validation output and performing specified manual checks on the data to ensure consistency and completeness.

**Education& Professional Qualification**

**Bachelor of Science in Computer Science**

University of St. La – Salle, Bacolod City, Negros Occidental

Bacolod City, Philippines.

**Skills**

⬥ Excellent knowledge of MS Office (Word, Excel and PowerPoint) and other database tools and

 Software.

⬥ An ability to work to deadlines while ensuring accuracy and efficiency of the report.

⬥ Dedicated, hardworking, can work well under pressure and capable of working on own initiative.

⬥ Computer literate with extensive IT knowledge.

**Personal dossier**

Date of Birth : June 5, 1990

Visa Status : Visit Visa

Nationality : Filipino

Languages Known : English/Tagalog