JAYSON

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Objective

To obtain a position that will enable me to use my educational background and transferable skills to help the company reach its goals and to improve my expertise by providing a better service to the company.

Qualifications:

* Capable to work under pressure.
* Creative and willing to enhance my knowledge and skills.
* Computer literate
* Good communication and Marketing skills.
* Capable to work as a team.

Working Experience:

* Modern Building Maintenance LLC.,Electra St., Abu Dhabi, United Arab Emirates

First Gulf Bank Head Office, Al Khubeirah 1, Abu Dhabi, United Arab Emirates

Office Boy - (September 2013 - Present)

Job Description:

* Faxing bank report to different recipient banks.
* Filing bank reports (incoming/outgoing request, incoming/outgoing reply).
* Filing balance confirmation processed by credit information team.
* Receiving and filing Credit related documents i.e. (financials, call reports, credit approval.
* Processing tickets, loan memos, etc. from scanning clerk and credit controllers.
* Receiving and filing Mandate related documents i.e. (account opening form, KYC, signature card etc.) from scanning clerk.
* Receive filing materials from different unit i.e. (documentation team, credit controllers).
* Segregate documents accordingly for easy filing.
* Scanning of documents and sending to corresponding staff email.
* Duplication assistance for staff.
* Receiving and arranging pantry and stationary items.

EDUCATION:

ALTERNATIVE LEARNING SYSTEM NC IIBATANGAS, PHILIPPINES (2010 - 2011)

Electronics &amp; Troubleshooting

PALICO TRAINING SCHOOL BATANGAS, PHILIPPINES (2006-2007)

Hotel and Restaurant Management Vocational Course

PERSONAL INFORMATION

Nationality: Filipino (Philippines)

Marital Status: Single

Languages: Excellent spoken, read and written English. Spoken and read Tagalog (Filipino Language).

Age: 26th May, 1990

Interests: Well versed in Computer and the Internet. Hobbies include Playing Sports related activities with friends.