**APRIL**

C/o-Mobile Number : +971504973598

Email Address :april.341388@2freemail.com

***Experience : 9++ years***

**Career Objective**

To be able to gain a meaningful experience and share my capabilities and skills. Seeking employment related to **ADMINISTRATION, ACCOUNTINGor any role that suits my qualifications and experience**

**WORK EXPERIENCE**

**Sky Auto Accessories & Spare Parts Co. LLC *2 years and 2 months***

**PO Box 28125 Opp. Hyatt Regency, Al Musallah Road, Deira, Dubai**

* was established in January of 2001 is one of the leading distributors of mobile accessories in the Middle East.*.*

Position: **Accountant** *November 2014 - Present*

*Specific duties and responsibilities:*

* Preparing Daily Transactions against cash book and enter it into the system
* Bank Accounts Reconciliation
* Entering purchase orders, sales invoices
* Preparing Salary for employees and Cheques against creditors
* Checking Inventory Reports
* Admin Works
* And other task assigned by management

**One Network Bank, Inc. *4 years***

**Km. Davao City, Philippines**

* *A rural bank based in*[*Davao City*](http://en.wikipedia.org/wiki/Davao_City)*in the*[*Philippines*](http://en.wikipedia.org/wiki/Philippines)*. Formed in 2004 through the consolidation of Network Rural Bank of*[*Davao del Sur*](http://en.wikipedia.org/wiki/Davao_del_Sur)*, the Rural Bank of Panabo of*[*Davao del Norte*](http://en.wikipedia.org/wiki/Davao_del_Norte)*and the Provident Rural Bank of*[*Cotabato*](http://en.wikipedia.org/wiki/Cotabato)*, ONB is the largest rural bank in the Philippines in terms of assets, with a network of 96 branches in*[*Mindanao*](http://en.wikipedia.org/wiki/Mindanao)*, 1 branch in*[*Makati City*](http://en.wikipedia.org/wiki/Makati_City)*and a fleet of 135*[*ATMs*](http://en.wikipedia.org/wiki/Automated_teller_machine)*throughout the provinces of Mindanao, including seventeen localities where it is the sole provider of financial services.*

Position: **Loans Documentation Specialist** *September 2011 –September 2014*

*Specific duties and responsibilities:*

* Timely and Proper Review of Accounts Under the Centralized Program of LAU prior to any loan release
* Timely Preparation and Sending of Feedbacks to Branches of OBL Accounts with Documentary Deficiencies.
* Timely and Accurate Preparation of the Letter of Approval, REM Contract, and Chattel Mortgage for Business Loan Accounts
* Proper Review of Credit and Collateral Folders and Timely Submission of Approved Accounts for Rediscounting to TG-FSSU
* Accurate Inventory of Safe-kept/Centralized Credit and Collateral Folders for OBL Php500K and above, OBP regardless of amount and SSTL.

Position: **Fixed Loans Reviewer** *September 2010-September 2011*

*Specific duties and responsibilities:*

* Timely and Proper Review of Fixed Loan Proposals including Credit Documents
* Any task assigned by the Head.

**Holy Cross of Davao College Inc. *5+ years***

**Bajada, Davao City**

* *A Filipino, Catholic, Archdiocesan and Educational Non-Profit, Non-stock Educational Corporation*

Position: **Vault Custodian Officer** *June 2010 - July 2010*

*Specific duties and responsibilities:*

* Keeping the documents intact.
* Assist co-employees in getting documents needed as per request.
* Any task assigned by our head

Position: **Student Assistant Scholar**  *June 2005 – June 2010*

*Specific duties and responsibilities:*

* Proper filing of documents
* Answering phone calls with phone call etiquette
* Assist teacher’s on their needs such as (LCD projector and the like)
* Prepares employees contract for part time and contractual teachers
* Types test questionnaires for teachers
* Receives and disseminate communication through the whole campus
* Assist students on their needs especially on the schedule of the teachers, contact numbers and the like
* Any task assigned by our head

**EDUCATIONAL BACKGROUND**

Tertiary: **Holy Cross of Davao College, Inc**. 2005-2010

 Sta. Ana Ave., Davao City, Philippines

 *Bachelor of Science in Accountancy*

Secondary **Saint Peter’s College of Toril**2001-2005

 Toril, Davao City, Philippines

**AFFILIATIONS**

 2007-2008 Dynamic Society of Accountancy Students – Member

 2007-2008 National Federation-JPIA – ExeCom

 2006-2008 Regional Federation-JPIA – Member

 2005-2008 Junior Philippine Institute of Accountancy Students – ExeCom

 2005-2009 Student Assistant Scholarship Organization

 2008-2009 Student Assistant Scholarship Organization - President

**IT SKILLS:** Microsoft Office (Word, Excel, Powerpoint etc.); Outlook 2007 & Proficient in any office machines.

**SEMINARS AND TRAINING**

 June 2007 Induction and Leadership Training Seminar

February 2008 Customer Friendly Seminar

March 2008 Stress Management Seminar

July 2008 Moral Recovery Program

 March 2011 Fixed Loans Training

 September 2012 Briefing on BSP Circular 706; Updated AML Rules and

 Regulations

 September 2012 Credit Analysis Training

**Personal Information**

 Age/Birthdate : 28y.o. / April 3, 1988

 Civil Status : Single

Religion : Roman Catholic

 Citizenship : Filipino

Language/

Dialects spoken: English, Tagalog and Visayan

VISA status : Employed