

**ANNA**

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**CAREER OBJECTIVE**

To engage in a career that will allow for progress in terms of expertise and innovation through exposure to new ideas for professional growth, as well as growth of the company.

**WORK EXPERIENCES**

**ACCOUNTING CLERK**

**IMPERIAL APPLIANCES CORPORATION**

Corner Acevedo St. & Regalado St.

Kalibo Aklan, Philippines

February 2016 – November 2016

**JOB RESPONSIBILITIES**:

* Maintains accounting records by making copies and filing documents.
* Reconciles bank statements by comparing statements with general ledger.
* Maintains accounting databases by entering data into the computer and processing backup.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities
* Typing accurately, preparing and maintaining accounting documents and records.
* Research, track and restore accounting or documentation problems and discrepancies
* Inform management and compile reports/summaries on activity areas

**LOANS AND CREDIT EVALUATOR**

**PAG-IBIG FUND – NCR WEST BRANCH (GOVERNMENT SECTOR)**

Roxas StripBldg., Libertad St.

Corner RoxasBlvd, Pasay,

1300 Metro Manila, Philippines

September 2014 – December 2015

**JOB RESPONSIBILITIES**

* Evaluate, authorize, or recommend approval of salary loans. Advise borrowers on financial status and methods of payments.
* Explain to customers the different types of loans and credit options that are available, as well as the terms of those services.
* Complete loan applications, including credit analyses and summaries of loan requests, and submit to loan committees for approval.
* Handle customer complaints and take appropriate action to resolve them.

**SPECIAL SKILLS**

* Positive attitude and ability to work independently and as part of the team.
* Good analytical and mathematical skills
* Decision making ability
* Good communication and negotiation skills
* Trustworthy individual with strong ethics and integrity.

**PERSONAL DATA**

DATE OF BIRTH : May 14, 1994

 GENDER : Female

 HEIGHT : 5’7

 NATIONALITY : Filipino

 RELIGION : Roman Catholic

 LANGUAGE : English/ Filipino

 MARITAL STATUS : Single

**EDUCATIONAL BACKGROUND**

**TERTIARY** : **Arellano University**

 Bachelor of Science in Accountancy

 Legarda St., Sampaloc, Manila, Philippines

 S.Y.: June 2010- March 2014

**SECONDARY** : **Melchor Memorial School**

 Laguinbanua, Ibajay, Aklan, Philippines

 S.Y.: June 2006 - March 2010

**PRIMARY** : **Ondoy Elementary School**

 Ondoy, Ibajay, Aklan , Philippines

 S.Y.: June 2001 - March 2006

**CHARACTER REFERRENCES**

*Available upon request.*