# **Gian**

# **Gian.351058@2freemail.com**

In my four (4) years’ experience, I have acquired different set of skills with regards to customer service, logistics, data analysis and review of various business transactions with regards to customer queries. I have also enhanced my skill on document analysis and specific finance functions such as cash deposits handling and treasury. With this set of skills I am seeking to secure a position in a well-established organization with a stable environment that will lead to a lasting relationship enable me to use my strong organizational skills, educational background, and ability to work well with other people.

## PERSONAL INFORMATION

Civil Status : Single

Age : 26

Date of Birth : Sept. 23, 1990

Place of Birth : Tondo, Manila, Philippines

Religion : Roman Catholic

Sex : Male

Citizenship : Filipino

Height : 5’7”

Weight : 150 lbs.

**AREAS OF EXPERIENCE**

**Transaction Processing Associate – Refunds Adjustment Examiner**

**Accenture Philippines**

September 2014 – March 2017

As a data analyst I handle customer refunds paid in error. With the proper utilization of resources I analyze and justify the reason for adjustment and correct them properly. Proper verification skills and review of documentation was my main focus with regards to this key function.

**Treasury Staff**

**Prudential Guarantee and Assurance Inc.**

July 2011- January 2013

As a Treasury Staff I handled the preparation, issuance, encoding/posting and filing of Official Receipts and other pertinent documents. I ensure that collections are deposited and regular checking of variances on issued documents with other branches are done. Other functions may also include customers service related queries with regards to their policies.

**Student-On-The-Job-Trainee**

**Mitsubishi Motors Philippines Corporation**

December 2010- January 2011

As an intern I was assigned to handle filing and encoding of official documents. In line with that I was exposed to the basic business processes of the automobile industry.

**EDUCATION**

TERTIARYBachelor of Science in Commerce/Business Administration

 Major in Marketing Management

 Technological Institute of the Philippines (TIP) Quezon City

 Cubao, Quezon City

 (2007 - 2011)

SECONDARYAguilar Catholic School

 Aguilar, Pangasinan

 (2003 - 2007)

PRIMARYPogonsili Elementary School

 Aguilar, Pangasinan

 (1997 - 2003)

## SEMINARS AND TRAININGS

**(All seminars were held at the Technological Institute of the Philippines- Quezon City)**

## “Industry- Academe Linkage: Ensuring that Supply will Last”

##  (December 9 – 10, 2010)

## “The Role of Marketing in Global Innovations”

## (September 8, 2010)

* “Learn to Love your Work: Accepting Work Responsibility”

(March 2010)

* “Business that will Survive through Recessions”

(January 2010)

* “Global Marketing”

(October 2009)

* “Marketing in Different Perspective”

(August 14, 2008)

## SKILLS AND INTERESTS

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## Knowledgeable in Microsoft Word, Excel, Power Point and other basic computer applications and programs.

## Reading encyclopedia and magazines

* Actively involved in sports and fitness.
* Dynamic and fast learner.
* Can work under pressure and with minimum supervision.

## AFFILIATIONS

* **JIME**- Junior Institute of Marketing Executives- Member (2009)
* **JAPI**- Junior Achievement of the Philippines, Inc.- Member (2010)