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**RONALD**

Burjuman, Dubai UAE

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**VISA VISA**

**OBJECTIVES:**

To venture in a career wherein I can apply my knowledge and skills, thus becoming a productive part and driving force of the company thru the attainment of its ultimate goal in reaching the zenith of success.

**POSITION DESIRED:**

Front Desk Officer, Admin Assistant, Telephone Operator, Customer Service Representative, Data Entry Clerk, Sales Executive, Finance Officer.

**SUMMARY OF SKILLS:**

* Computer literate, specifically in Microsoft Word, Power Point and Excel, also familiar with a dashboard for making business presentation
* Knowledgeable and trained in Systems, Application and Products (SAP) business system that allows enterprise resource planning and data management programs.
* Resourceful, versatile, and flexible enough to handle things alone.
* Considerable amount of experience in banking and lending arena
* Proficiency in writing different type of reports.
* Excellent communication skills.
* Adept in managing multiple tasks with superb organizational abilities.
* Proven negotiation and presentation skills.
* Ability to build rapport with customers with different backgrounds.

**WORK EXPERIENCE:**

**Robinsons Bank Corporation**

*July 2015 - September 2016*

**Designation: Junior Loan Officer**

**Responsibilities**:

* Refer loan applications outside those limits to management for approval.
* Meet and greet with walk in applicants and obtaining information for loan applications and to answer questions about the process.
* Analyzing applicants' financial status, credit, and property evaluations to determine their feasibility for granting loans.
* Explaining to customers the different types of loans and credit options that are available, as well as the terms of those services that beneficial to company.
* Obtaining and compiling copies of loan applicants' credit histories, corporate financial statements, and other financial information to make clients up to date.
* Reviewing and updating bank credit files and loan agreements to ensure that they are complete and accurate according to policy and compliance.
* Stay abreast of new types of loans and other financial services and products to better meet customers' needs.
* Answering inbound/outbound Telephone Inquiries.
* Admin duties to support team departments by sorting, filing, documenting, encoding, and photocopying.

**Netro Asian Advertising Company**

*March 2012 - March 2013*

**Designation : Sales Executive**

**Responsibilities:**

* Selling products personally that can develop relationships with prospect clients and recommend solutions.
* Maintaining relationships to clients by providing support, giving information, and guidance; recommend them to new opportunities; also for the service improvements.
* Identifying products for improvements or what to retain on the current industry trends, market activities, and competitors.
* Preparing of marketing reports to collect, analyze, and summarize information.
* Maintaining quality service to establish and enforce organization standards.
* Handling different types of products such as beauty products, dental services, hotel accommodation, salon & spa services, restaurant foods and other establishments that customers will enjoy.
* Contributing with team effort to accomplish related results when needed.

**McDonalds Golden Arches Development Corp**

*January 2011 - February 2012*

**Designation: Service Crew**

**Responsibilities:**

* Greeting customers, wear a smile, and settle them down
* Busting up the tables after the guests leave and set for the next guests
* Packing and serving warm food efficiently, according to the order with accuracy
* Helping kitchen duties or with outdoor deliveries to where and when requires

**EDUCATIONAL ATTAINMENT:**

**STI COLLEGE**

Bachelor in Science in Information Technology June 2011 - March 2012

JAVA Programming

**Our Lady of Fatima University (OLFU)**  2012 - 2016

Bachelor of Science in Business Administration

Major in Banking

**TRAININGS ATTENDED:**

* SAP BUSINESS – 2014
* BUSINESS ANALYTICS – February 2016
* ETHICS AND SOCIAL RESPONSIBILITY IN MIDST OF GLOBAL CHALLENGES - October 15, 2015
* LECTURE SERIES ON CURRENT TRENDS AND ISSUES IN BUSINESS AND TOURISM - July 23, 24 2015
* INVESTMENT EDUCATION FOR NEW MILLENNIA’S: NOW IS THE TIME - January 16, 2016,
* RESEARCH DEVELOPMENT AND INNOVATION CENTER - August 27, 2015,