**MARIA**

[**MARIA.365023@2freemail.com**](mailto:MARIA.365023@2freemail.com)



**OBJECTIVE**

To obtain any administrative position through bringing a positive attitude, organized approach, excellent time management and communication skills with great proficiency in MS

Office to enhance company’s productivity and reputation.



**EDUCATIONAL BACKGROUND**

* **Tertiary:**

Holy Cross of Davao College, Inc.

BS in Business Administration major in Financial Management

S.Y. 2013-2014

* **Secondary:**

Sto. Niño High School

S.Y 2009-2010

* **Primary:**

Binuni Elementary School

S.Y 2005-2006



**WORK EXPERIENCE**

**Portfolio Review and Monitoring Assistant (2014-2017)**

**One Network Bank, a Rural Bank of BDO**

**Davao City, Philippines**

The largest rural bank in the Philippines with more than 120 branches that provides a wide range of financial products and services including loans, deposits, cash management, remittances and bill payments.

* Ensures profitability of the salary loans portfolio in each institution.
* Evaluates each loan accounts being applied by the branches for permanent exclusion and presents the accounts for executive committee’s approval.

* Timely reviewed and monitored the performance of the Salary Loans Portfolio Performance of all branches.
* Provides assistance to the branches through answering their enquiries in phone calls and emails.
* Research and recommend significant enhancement of the new programs/systems.
* Maintain files, documentation and records thoroughly, timely and accurately, in accordance with company policy and accepted practices.

**On-the Job Trainee (2013)**

**United Coconut Planters Bank**

**Davao City, Philippines**

* Answers telephone and electronic enquiries, forwards phone calls to appropriate person.
* Demonstrated ability to reply and attach files to incoming mails.
* Compiled data and organized the confidential files.
* Summarized, verified and compiled incoming bank checks.



**SKILLS**

* Highly skilled in maintaining paper and online filing systems for confidential records and messages.
* In-depth knowledge of routing and managing incoming mail and email.
* Track record of operating photocopiers, fax machines, phone systems and other office tools.
* Good research and analytical skills
* Self-starter with the ability to multi-task, work under pressure and manage time effectively.
* Proven ability to use computers for word processing, excel, powerpoint and outlook.
* Dedicated and careful in high level of correctness and strong attention.



**AFFILIATIONS**

* Junior Finance Executive Member (2011-2013)
* Civil Service Non-Professional passer (2013).
* Completed Loans Specialist’s Training (2014).
* Completed AMLA Training (2014).
* Passed the AML Refresher Course and Customer Acquisition Policy and AML case analysis (2015)