**GERALD**

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**OBJECTIVE**

Seeking a position in any related field in institution or company where my extensive experience will be further developed and utilized.

**PERSONAL SUMMARY**

* Detail-oriented, efficient and professionally organized with extensive experience in accounting systems, sales and marketing.
* Possess strong analytical and problem solving skills, with the ability to make well throughout decisions.
* Strong interpersonal and communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.
* Equally effective working independently and in cooperation with others.
* Broad knowledge about sales and marketing business strategies.
* Good knowledge of the various processes happening in bank environment.
* Excellent attention and detail.
* Ability to prioritise and work to tight deadlines.
* With initiative to work.

**PROFESSIONAL EXPERIENCE**

**June 2014 – Present** **Bata Store**  **Brunei Darussalam**

***Office and accounts assistant and administration***

Bata store is a franchising company dealing with retail and wholesale

* Administers and records incoming invoices and outgoing payments.
* Preparemonthly and yearly sales report.
* Prepare monthly invoices for the consignments.
* Assist Accounts Officer and Human Resource Officer in day to day transaction.
* Oversees and Handle Point of Sales (POS) in connection to all shops day to day transactions.
* Maintain an effective medium of communication and close collaboration among the workers in the organizations.
* Ensure the maintenance of environment that yields productivity and furnishes essential office supplies.
* Warehouse & inventory department:
* perform an array of functions that includes receiving and processing incoming stocks, picking and filling orders from stocks, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.
* Assist shipping and receiving unloading of stocks.
* Prepares orders by processing requests and supply orders.
* Assist to maintain inventory controls and counting of physical stocks including shops and stores.
* Performs such other duties as may require.

***Supervisor In-charge/Sales Executive***

* Supervise and oversee the work of other sales associates.
* Ensure the achievement of sales, retention and quality targets.
* Monitors the retail store customer service interaction to identify sales opportunities within all transactions.
* Maintain inventory and ensure items in stock.
* Keep up with fluctuating supply and demand.
* Train and monitor representative/shop assistant in techniques to assist customer selection, purchase and retention of products.
* Achieve all company sales quotas set by the department by following the established departmental policies and procedures.
* Demonstrate full understanding of current marketing campaigns and offerings and have the ability to communicate them clearly to customers and employees.
* Setting as an example and encourage all employees to meet and exceed the company’s goals and objective on a consistent basis.

**2007 – 2012 Rural Bank of Bauang, Inc. Philippines**

***Loan clerk/solicitor***

* Evaluate, authorise, or recommend approval of commercial, real estate or credit loans.
* Analyse applicants’ financial status, credits and property evaluations to determine feasibility of granting loans.
* Obtain and compile copies of loan applicant credit histories, corporate financial statements and other financial institutions.
* Review and update credit loan files.
* Review loan agreements to ensure that they are complete and accurate according to policy.
* Compute loan payment schedules.
* Stay abreast of new types of loans and other financial services and products in order meet customer’s needs.
* Handle customer complaints and take appropriate action to resolve them.
* Work with clients to identify their financial goals and find ways of reaching those goals.
* Negotiate payment arrangements with customers delinquent.
* Market bank products to individuals and firms promoting bank services that may meet customer’s needs.
* Supervise loan personnel.
* Analyse potential loan markets and develop referral networks in order to locate prospects for loans.
* Prepare reports to send to customers whose accounts are delinquent and forward irreconcilable accounts for collector action.
* Assist in processing and issuing of loans.
* Register loan documents (Real estate and Chattel mortgage)
* Collect payment to the borrowers
* Follow up past due loans
* Performs other duties responsibilities to be assigned by the president/ manager of the bank.

**November 26 - March 2007 Bureau of Customs Philippines**

***On-the-job-training(OJT)***

* Assist the Administrative Division Officer in conducting their daily work.
* Assist the Cashier and Disbursing Officer for their daily transactions and reports.

**EDUCATIONAL ATTAINMENT**

2003 – 2007 **College**

**Bachelor of Science in Accountancy**

Union Christian College

City of San Fernando, La Union

Philippines

2002- 2003 **Bachelor of Science in Marine Transportation**

Northern College for Maritime Science & Technology

City of San Fernando, La Union

Philippines

1998- 2002 **Secondary**

Saint Mary’s College

Sta. Maria, Ilocos Sur

Philippines

1992 – 1998 **Elementary**

East Central School

Sta. Maria, Ilocos Sur

Philippines

**PERSONAL DATA**

Birthday : September 09, 1986 Age : 31

Birthplace : Sta. Maria, Ilocos Sur Civil Status : Married

Citizenship : Filipino Height : 5’ 7”

Religion : Roman Catholic Weight : 70Kgs.

**REFERENCES** Available upon request.