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*Objective*

To be part of reputable business firm which I can impart my education and to find a challenging position to meet my competencies, capabilities, skills, education and experience

*Experience*

**Branch Manager**

Kasapi Microfinance and Rural Dev’t. Inc., - Nueva Ecija, Philippines

March 2013 - to August 2014

* Officer in charge of the overall daily operation and management of the company’s branch
* To prepare and submit monthly catch-up plan and branch marketing performance
* To monitor and review reports submitted by the staff
* To monitor and supervise loan processing and credit investigation
* To conduct area visit to be kept update in the area of operation and well versed of clients needs and company loans to offer
* To perform final evaluation and approval of new loan and renewals
* To follow up delinquent clients and past due accounts
* To monitor collections and release to see to it that the branch is working within the present goals
* To coordinate with other department heads of the company for information and guidance
* To perform such other functions assigned by the management

**Roving Officer / Administrative Officer**  
Kasapi Microfinance and Rural Development Inc., Pangasinan, Philippines

November 2011 – to March 2013

* To collect and analyze the data to find out if there is any fraud, violation of laws, regulations and management policies, duplication, etc
* Assist Office Manager in developing and instituting methods for quality control and accuracy in membership, conference, and other databases
* Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage
* Coordinating between departments and operating units in resolving day-to-day administrative and operational problems
  + Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
  + Preparing business correspondence ( Using microsoft office, word, excel, access, outlook)
  + Preparing meeting minutes, meeting notes and internal support materials
  + Scheduling and coordinating meetings, interviews, events and other similar activities

**Teller/Cashier**

Advance Credit Corporation – Nueva Ecija, Philippines

February 2011 – October 2011

* Report to head office the Cash Position Report together with the deposit slip and transaction inquiry or snap shot for the day.
* Act as Official Representative in the depository bank where she is assigned. Deposit all overnight collections on or before 11:00 o’clock in the morning
* Reconcile daily bank balance against book balance immediately and prepare Bank reconciliation statement
* Monitor the check register, check vouchers and checks un-issued.
* Entry collections on the Cash Receipt Book of Bureau of Internal Revenue
* Replenish Petty Cash Fund. All reimbursements should be supported by OR’s
* Maintain Post dated Checks index card
* Prepare attendance summary as well as the payroll summary
* Monitor accounts receivables and payables of the branch

**Branch Manager**

Advance Credit Corporation –Nueva Ecija, Philippines

March 2010-February 2011

* Officer in charge of the overall daily operation and management of the company’s branch
* To prepare and submit monthly catch-up plan and branch marketing performance
* To design, monitor, implement the SOP’s and guidelines
* To conduct area visit to be kept update in the area of operation and well versed of clients needs and company loans to offer
* To perform final evaluation and approval of new loan and renewals
* To monitor collections and release to see to it that the branch is working within the present goals
* To coordinate with other department heads of the company for information and guidance
* To perform such other functions assigned by the management

**Finance Officer**

Advance Credit Corporation – Cabanatuan City, Nueva Ecija, Philippines

February 2009 – March 2010

* Validate deposit slips for the day in the absence of the Branch Manager
* Double check payments comparing Program Officer scopy against client’s passbook before posting into the ledger. Any discrepancies should be reported immediately to the Branch Manager
* Post the payments on Ledger in the computer and all posted payments should tally the reported collection for the day
* Prepare DQ and PAR reports daily. DQ clients are those with lapses
* Prepare and submit Loan Maturities every end of the month. This is the summary of the clients whose loans will mature within the month
* Prepare updated Statement of Account of clients
* Prepare Notices to delinquent and turning past due to remind clients on their obligation

*Education*

**Bachelor of Science in Commerce Major in Management Accounting**

Lyceum Northwestern University

June 2003 - April 2008

*Profile*

|  |  |
| --- | --- |
| **Nationality:** | Filipino |
| **Birth date:** | January 19, 1986 |
| **Gender:** | Female |
| **Marital Status:** | Single |
| **Language** | English, Tagalog |

*Skills*

MS Word, MS Excel, Power point