

ANNA HENRITA ONG CAPUNO

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📍 Brgy.Paiisa Tiaong Quezon Province

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

2015 -
2016

Loan Staff

JGM FINANCE CORPORATION

Duties

Interview people applying for personal loans, SSS and GSIS pensioners. Research applicants' financial status, references, credit history and evaluate their ability to repay the loan. Complete related documents. Recommend the approval or rejection of loan applications.

2016 -
2017

Microfinance Officer 1

ASA PHILIPPINE FOUNDATION

Analyzes overall loan applicant's qualifications to determine the feasibility of granting loans. Initiates credit and collection activities to ensure credit quality of accounts. Coordinates with concerned officers and/or other units related to processing and servicing of loan applications and loan clients.

EDUCATION

2013-
2014

Batchelor Of Science in Business Administration Major in Market Management

Colegio De San Sebastian

2009-
2010
2005-
2006

Ligaya National High School

General Emilio Aguinaldo Elementary School

SKILLS

*Computer skills *Customer service

*Active listening *Communication

*Interpersonal skill *Management skills

*Problem-solving *Time management *Transferable skills

PERSONAL DETAILS

Date of Birth : September 14, 1992
Marital Status : Married
Nationality : Filipino
Gender : Female
SSSS NUMBER : 04-287288-9
Philhealth Number : 09-050410507-4
TIN number : 455-035-499-00
Age : 30 year old

REFERENCE

Jonalyn Capuno Recto - "Department of Education"

Teacher

+639126958922

Anabily Quirao - "ASA PHILIPPINES FOUNDATION "

HR

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