

MICHAEL JERROLD FABI HADLOC

Brgy. San Juan, Santa Lucia, Ilocos Sur, Philippines 2712

Contact No: (+63) 919 001 4898

E-mail Address: michaelhadloc18@gmail.com**Job Objectives**

To work, participate, and be part of the organization by effectively utilizing my analytical skills, competencies, perception, decision making and expertise in the field of accounting, finance and customer service.

Professional Skills

- Qualitative Research and Writing.
- Analytical thinking and planning.
- Problem solving.
- Strong Customer Service.
- Data Entry.
- Experienced in cash handling, accounting and inventory management.
- Branch Operational Skills.
- Technical and Fundamental financial analysis.
- Stock Market trading and investing.
- Advanced Photography, Video and Image editing skills.
- Proficient in Microsoft Office Application.
- Accounting and Financial Reporting Analysis.

Certification

- **Google Ads Search Certification**

Passed: 88%

Expires: June 23, 2022

It covers basic and advanced concepts, including best practices for creating, managing, measuring, and optimizing search ad campaigns across the Search Network.

- **Google Analytics Individual Qualification Certification**

Passed: 88%

Expires: June 24, 2022

It covers basic and advanced Google Analytics concepts. This includes: planning and principles; implementation and data collection; configuration and administration; conversion and attribution; and reports, metrics, and dimensions.

Personal Identification

Sex	Male
Civil Status	Single
Nationality	Filipino
Height	5'6
Spoken Language	English, Tagalog, and Ilocano
Philippine Passport	Yes

Educational Background

Graduate Level

Master in Business Administration

Divine Word College of Vigan
Vigan City, Ilocos Sur, Philippines 2700
May 2019

Tertiary Level

Bachelor of Science in Business Administration

Major in Financial Management
University of the Cordilleras
Governor Pack Road, Baguio City, Philippines 2600
May 2016

Secondary Level

Sta. Lucia Catholic School

Burgos, Sta. Lucia, Ilocos Sur, Philippines 2712
June 2013

Working Experience

BANK OF COMMERCE

North Luzon Area
Branch Banking Group
March 01, 2019-June 04, 2021

Customer Service Assistant Pool IV

Assigned at North Luzon Area and handled high volume of bank transactions in the branch of assignment such as cash deposits and withdrawals, check clearing, foreign exchange transactions, money remittances, and bills payment transactions. Functioned as a new accounts and bank teller at North Luzon Area. Build rapport with customers, displaying friendly customer service, and keen to all bank transaction details. Successfully handled customer accounts both individual and corporate accounts. Cross-sell of retail investment products, credit cards, consumer and business loans, individual and corporate new accounts. Monthly GL entries and accrual of accounts.

Final rating of Above Average on my 2019 and 2020 employee annual performance appraisal.

PHILIPPINE BUSINESS BANK

Candon City- Ilocos Sur Branch
Branch Operations Control Group
August 2016-February 2019

New Accounts

Handled customer due diligence for all type of account opening both individual and corporate accounts. Managed and safe keeps all documents pertaining to all types of account opening. Performed risk profiling of individual and corporate clients. Adhered to strict compliance in Anti-Money Laundering (AML) requirements including the preparation and encoding of AML transactions. Handled bank's supplies inventory. Cross-sell investment products, deposit products, and increased new number of Customers(CIF) by 40%. Provided account services to customers by receiving cash deposits, withdrawals, cashing checks and other banking transactions.

Reviewed sundry bookkeeping reports and properly classification of account title/entries on General Ledger. Prepared and generated financial statements such as balance sheet, income statement, and

interim trial balance (both peso and dollar). Prepared monthly reports such as depreciation of furniture, fixtures and equipment, prepaid expenses, accounts payable/receivable, and variance analysis.

Received commendations from clients and supervisors. Promoted from Job Level 3 to Job Level 4. Consistent Above Average from 2016 to 2018 employee annual performance.

Academic Excellence Awards

Divine Word College of Vigan

Master in Business Administration (MBA)

Cum Laude

Best in Thesis Award

Vigan City, Ilocos Sur, Philippines 2700

May 2019

Thesis Title: "Strategies to Enhance the Effectiveness of the One-Town-One-Product (OTOP) Program of the Department of Trade and Industry (DTI) in the Province of Ilocos Sur".

University of the Cordilleras

Academic Excellence Awardee

Ranked no. 19 out of 196 students participated in the 2015 Stock Market Competition.

Governor Pack Road, Baguio City, Philippines 2600

May 2016

Santa Lucia Catholic School

Class Valedictorian

Secondary Level

Sta. Lucia, Ilocos Sur, Philippines 2712

June 2013

Seminars

Seminars and Certifications	Date
• Anti-Money Laundering Seminar	• March 4, 2019
• Signature Verification and Forgery Detection Seminar	• March 23, 2019
• Fundamentals of Branch Operations	• April 12, 2019
• Professional Image Enhancement Workshop	• November 2018
• Work Attitudes and Values Enhancement	• June 2018
• Amendments to the Anti-Money Laundering Act	• September 2017
• Signature Verification	• August 2016
• Anti-Money Laundering Act	• August 2016
• Fraud Awareness and Risk Management	• October 2016
• Know Your Money and Counterfeit Detection	• October 2016
• International Buddy Program	• March 19- April 07, 2016
• Social Entrepreneurial Forum	• January 30, 2016
• Personal Finance	• December 07, 2015
• Labor Laws II	• November 20, 2015
• Real Estate Investment 101 Seminar	• November 14, 2015
• Stress Management	• October 01, 2015
• Anti- Sexual Harassment Law	• October 01, 2015
• Labor Laws I	• October 01, 2015

Character References

Mr. Herminio P. Autriz

Branch Head- Candon-Ilocos Sur Branch
Philippine Business Bank
350 Rizal Ave. Ext, East Grace Park,
Caloocan, 1400 Metro Manila, Philippines
(+63) 926 854 0522

Ms. Emily Cachola

Branch Manager- Candon-Ilocos Sur Branch
Bank of Commerce
San Miguel Properties Centre #7 St. Francis Street,
Mandaluyong City, 1550, Philippines
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Dr. Elita Valdez

Dean, Graduate School
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