

EUFEMIA G. CABE

(+63) 920-469-9727

mia_45976@yahoo.com

[linkedin.com/in/eufemia-cabe-aa486281](https://www.linkedin.com/in/eufemia-cabe-aa486281)

Baguio City, Benguet, Philippines 2600

PROFESSIONAL SUMMARY

Experienced in banking and finance jobs and currently practicing being a real estate professional. Well-established in administrative environments that are fast-paced and challenging. Highly organized, self-motivated, and proficient with computers.

WORK EXPERIENCE

Land Bank of the Philippines

February 09, 2015 – December 27, 2019

Property Valuation Specialist (PVS)/Credit Information Analyst (CIA)

- conducts inspection and prepares appraisal report on collateral properties/projects eligible for financing including acquired properties and fixed assets of the bank
- conducts Title Verification Report
- undertakes credit information assignments such as employment & income verification, trade checking, non-BAP checking, online verification with government agencies (CDA, DTI & SEC)
- conducts validation of Sub-Promissory Notes under Cooperatives and Rural Banks
- conducts Skip Tracing and Asset Verification on delinquent borrowers/clients
- prepares monthly accomplishment of the field unit and other general admin works

Summit Bank (Rural Bank of Tublay, Inc.)

September 23, 2008 – January 27, 2011

Cashier

- Head of Cash Department of the branch (vault & cash custodian)
- opens the branch everyday
- monitors, supports, assists and coordinates with the Branch Manager/OIC on the daily cash activities of the branch
- assists and supervises branch tellers
- prepares check payment for the following:
 - * water bill, electric bill and telephone bill
 - * guard and messenger's salary
 - * BIR – withholding tax and compensation tax
 - * SSS, PhilHealth, and Pag-Ibig contributions
- prepares reports for SSS and PhilHealth contributions
- monitors the supplies inventory
- keeps the registers and logbooks of the branch
- in-charge of petty cash disbursement
- monitors the daily cash/checks IN & OUT from the depository bank

Teller

- receives, counts and validates cash/checks deposits
- pays out and validates withdrawals
- identifies clients, validates and cashing of checks
- answers inquiries regarding checking and savings account and other related products and services
- assists new account opening
- responds to client complaints and concerns in a professional manner

GAR.NET Computer Shop

June 2004 - May 2008

Co-Owner / Manager

- supervises the daily activities of the shop
- thinks for promotional plans/ideas
- prepares for monthly tax report
- performs the services offered like encoding, scanning, downloading, lay outing and assisting customer's problems
- maintains/repairs the computers
- formats computers with complete applications/programs installation
- monitors daily cash sales

Infinite Access Telecom, Inc.

June 2002 – September 2004

Store Manager

- monitors all the products and services sales activities
- monitors supplies inventory levels and orders new items
- resolves issues and problems with regards to all products and services offered
- prepares for daily and monthly income reports
- monitors daily cash sales
- deposits cash sales everyday

Megalopolis Properties, Inc.

April 2002 – May 2004

(my work with Megalopolis Properties, Inc was concurrent with Infinite Access Telecom, Inc. with same Owner.)

Secretary

- encodes Contracts, Deed of Sale, Special Power of Attorney and other related forms
- maintains clients' file folders
- answers phone call inquiries about house and lot packages
- assists walk-in clients

Local Government Unit (LGU) - San Mateo, Isabela

July 2001 – October 2001

Clerk-Casual

- collects daily payment in the market
- prepares for collection report
- performs general office tasks in the Treasury Department

EDUCATION

Bachelor of Science in Business Administration Major in Marketing
Isabela State University
Echague, Isabela

June 1997 – April 2001

- Provincial Scholar

LICENSURE EXAMINATIONS

- **Real Estate Broker**
March 17, 2013
Rating : 80.50%
- **Real Estate Appraiser**
July 24, 2013
Rating : 82%

SPECIAL SKILLS

- Typing/Encoding (50-60 WPM), Basic Computer Networking and Troubleshooting
- Tech savvy, with the ability to quickly learn and apply new software applications

I HEREBY CERTIFY that the above-written information is true and correct to the best of my knowledge.



EUFEMIA G. CABE
Applicant's Signature