



JEFFREY F. NITURA

- Administration
- Data Entry Specialist
- Educator
- Graphic Artist

CONTACT

+63 929 190 3539

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PROFILE

I am a responsible, resilient, highly organized, independent and reliable person who is open to facing new challenges. Able to work on a fast paced, technical, cross-functional environment with minimal supervision and very passionate in working with numbers.

SKILLS/STRENGTH

- Critical thinking, attention to details, strong data interpretation skills and ability to work in numbers
- Hard-worker, flexible, positive attitude, reliable and dependable
- Proficiency in Adobe Photoshop, Microsoft Office Applications, Web Searching, Downloading, Graphics Designing, HTML Programming

OBJECTIVE

Seeking for a position where I can apply my previous education and work experience in a progressive company that provides growth and opportunity to capitalize my technical and leadership skills and abilities in the fields of information technology, graphic designing, data analysis, data entry and administration.

WORK EXPERIENCE

ACCOUNT OFFICER / CREDIT INVESTIGATOR

Asialink Finance Corporation – January 25, 2021 – Present

- Perform credit analysis of clients to decipher their financial status as well as their ability to make complete and regular repayment of loans before extending finance to them.
- reviewing credit applications, undertaking background checks, and investigating credit standings
- Assume the lead role in credit approval process performing direct analysis, due diligence, and credit presentations. Underwriting and executing loan structures and serving as a primary contact on credit portfolio

BRANCH ADMIN

J&T Express – August 07, 2020 – January 07, 2021

- Perform administrative and technical tasks: Submit timely reports and requisitions on the branch; Manage phone calls and correspondence; Coordinate office activities and operations to secure efficiency and compliance to company policies; manage the supplies coming in and out of the branch; oversee the day to day transaction of the branch
- Monitor the status of all the parcels shipped
- Prepare and make receipts on the items to ship
- Market the VIP service to the prospective clients

SALES RECRUITMENT SPECIALIST

Asialink Finance Corporation – February 17, 2020 – April 30, 2020

- Recruit / Orient / Train Loan Consultants
- Responsible in making advertisements and marketing materials to Market Loan Services, Manage and monitor sales target
- Create Sales Proposal for the potential business partners
- Check and verify requirements of the customer applying for loan

DATA ANALYST – ACCENTURE, INC – March 2017 – September 2019

- Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- conduct detailed investigations with accuracy, completeness and integrity of the data
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Respond to inquiries of Clients, Group Contact and Sales Representatives' via email
- Trained to maintain quality and productivity with accuracy

TEACHER / SUBJECT AREA COORDINATOR /

COMPUTER LABORATORY – OIC / GRAPHIC ARTIST

La Consolacion College – Liloan – November 2013 – February 2017

- Computer Teacher (Comp. Graphics, Basic Computer Skills for JHS)
- Evaluate and monitor the learning materials in the Area
- Supervise, observe and assess the performance of the teachers in the Area
- Maintain the computer laboratory and accommodate the needs of the learners with regards to computer
- Create layouts and designs for school ID, programs, invitation, yearbook, magazine, tarpaulins, fliers and posters in and out of the school

PERSONAL INFORMATION

Birthdate: 01, August 1990
Birthplace: Asin East Malasqui,
Pangasinan
Height: 173 cm.
Weight: 135 lbs
Nationality: Filipino
Status: Married
Religion: Roman Catholic
Father: Casimiro Nitura
Mother: Avelina Nitura

REFERENCE

Nila N. Garcia, MAEd
Managing Director
NSS Education Consultancy
0917 146 7917

Mr. John Jhelo F. Catungal
Supervisor – Cebuana Lhuiller
Sta. Barbara, Pangasinan
0956 704 8798

Mr. Cesar U. Aquino
Area Manager - J&T Express
09190717916

RESEARCHER / QUALITY ASSURANCE - ON-THE-JOB TRAINING

Smart Traffic SEO, Inc. - March 21 – June 07, 2013

- Research and collate different websites with Guest Blog Post, Write For Us modules under different categories (Car Rental, Foods, Advertisements etc.)
- Check and visit websites researched by fellow researchers if the websites gathered allow free of posting articles
- Validate collated websites and generate the number of percentage they allowed to posts articles for free

STUDENT ASSISTANT

- La Consolacion College – Liloan - May 02, 2011 – October 30, 2013
- Assumpta Academy - March 18, 2009 – March 30, 2011

Male Secretary / Auditor

Natasha Service Center and Outlets - June 2007 – March 2009

San Fabian / Mangaldan / Mapandan, Pangasinan and Sta. Maria, Ilocos Sur

- Audit sales and inventory of the outlets every month
- Purchase order and deliver in the outlets
- Will serve as the substitute secretary when needed

EDUCATION

TERTIARY

BS INFORMATION TECHNOLOGY

La Consolacion College –Liloan
Poblacion, Lilon, Cebu
2011 – MARCH 2014

BS COMPUTER SCIENCE

La Consolacion University Philippines
Malolos City, Bulacan
JUNE 2009 – MARCH 2011

SECONDARY

Calbeg National High School

Calbeg Malasiqui, Pangasinan
2003 – 2007
Class Salutatorian

PRIMARY

Asin Este Elementary School

Asin East, Malasiqui, Pangasinan
1997-2003

AWARDS AND RECOGNITIONS

Trainer / Coach

2015 Battle of the ICT Wizards, Regional Finals
Informatics College Cebu, Cebu City
January 29, 2016

Participants won:

- 1st Place in Applications Programming using VB 6.0,
- 1st Place in Movie Animation using Adobe Flash Animation
- 2nd Place in Brochure Making using Adobe Photoshop

Technical Drafting NC II

University of San Jose – Recoletos
April 30, 2015

Certified Microsoft Office Specialist

- Microsoft Office Word
- Microsoft Office PowerPoint

Best BSIT Practicum (Best OJT Performer)

On the Job Training - Smart Traffic SEO, Inc.

La Consolacion College – Liloan
March 22, 2014

Service Awardee

La Consolacion College
Poblacion, Liloan, Cebu
March 22, 2014

Salutatorian

Calbeg National High School – Batch 2007
Calbeg, Malasiqui, Pangasinan
March 31, 2007

TRAININGS AND SEMINARS

CAL ICT Summit 2015

Golden Prince Hotel and Suites, Cebu City
December 11, 2015

Outcome-Based Education Seminar Workshop

La Consolacion College - Liloan
September 17-18, 2015

Seminar – Workshop on Revisiting the School’s Vision & Mission

La Consolacion College - Liloan
August 17-18, 2015

Seminar on Values Integration

La Consolacion College - Liloan
June 01, 2015

TekTeach for ICT 2015

(Intensive Hands-on Training for ProgeCAD)

Green Valley Hotel and Resort, Baguio City
April 21-23, 2015

2014 CAL (Computer Assisted Learning) ICT Summit

Golden Prince Hotel and Suites, Cebu City
December 01, 2014

Seminar on K12 BEC ICT Implementation

Sisters of Mary Girlstown School
Talisay City, Cebu
November 24, 2014

Seminar on Teaching to the K to 12 Standards

La Consolacion College – Liloan
May 24, 2014

TEKTEACH Training Program (Topic: Animation in a Flash, ICTOPIA)

Sacred Heart School – Ateneo de Cebu
May 13-16, 2014

Directions and Strategies in ICT Education Through

Techfactors Learning System Seminar

Sacred Heart School – Ateneo de Cebu
May 13, 2014

Faculty Research Paper Writeshop

Vibal Publishing Staff House
Nivel Hills, Lahug, Cebu, City
May 5-7, 2014

Computer Hardware Servicing Seminar

(Under the TESDA TVET Qualification)
La Consolacion College – Liloan
March 8, 2014

Seminar on the PhilNITS I.T Certification Program

La Consolacion College – Liloan
July 06, 2013

Career Opportunities of an ICT Graduate

La Consolacion College – Liloan
September 21, 2012

Training and Workshop on Web Development: An Introduction to PHP and Word Press Content Mngt. System

La Consolacion College, Liloan, Cebu
September 28, 2011

Students Assembly for Information Technology Education (PSAITE)

SM City Baliwag, Bulacan
September 21, 2009

ISKOLAR – BOS

(Integrated Sangguniang Kabataan Organizational Leadership Re-Orientation – Basic Orientation System)

Hotel Consuelo, Lingayen, Pangasinan
May 21-23, 2008