

PITXY LOOD NALITAN

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OBJECTIVE : To secure a position available in your office which I believe will suit to my qualifications.

HIGHLIGHT OF QUALIFICATION

- Adaptability
- Client Focus
- Flexible and willing to be trained
- Hardworking
- Time Management
- Attention to details
- Physically fit, able to work under pressure
- Excellent in communication, organizational and analytical skills
- Ability and willingness to learn and be trained for new tasks
- Relate well to people from a variety of cultures
- Has a good command of the English language (oral and written)
- Willing to relocate
- Team Player

RELATED WORK EXPERIENCE

ELDERLY CARE

CHILD CARE

- **On Job Training – May 5 ,2022 to May 7, 2022**
 - Assisted children with eating, bathing,toileting,and monitored during nap time
 - Plan, prepare and serve meals for children and may perform other housekeeping duties
 - Support children’s development, such as providing activities that develop their understanding of the world and help them new skills.
- **On Job Training – March 7,2022 to March 18, 2022**
 - Food Preparation (preparing nutritious meals)
 - Assisting with Personal care- (bathing, grooming, dressing,toileting and exercise)
 - General health care –(overseeing medication and prescription usage, and administering medicine.)

BRANCH MANAGER

- Oversee and coordinating of the Operations of the branch
- Prepares Regular submission and reports to the management and meet deadlines on time.
- Plan, forecast and assist in setting targets and budgets.
- Implement Office and warehouse standards to maximize productivity and reliability
- Work on marketing opportunities to capitalize market opportunities
- Monitors and Manage team in all aspects of their roles
- Keep the company's internal system updated at all times with orders ,inventory, purchases and shipments.

HUMAN RESOURCE MANAGER

- Planning , coordinates ,and direct the administrative functions of an organization
- Oversee the recruiting
- Interviewing and hiring new staff

ACCOUNTING STAFF

- Prepare and review financial documents
- Oversee all accounting procedures
- Coordinate office admin procedures
- Contributing to the development and review of annual operating budgets.
- Meeting processing and reporting deadlines.

TELLER SUPERVISOR

- Performs general cashiering like: disburses savings withdrawals of members, cash advances, verifying payments and all types of loans except educational loans and other related expenses incurred by the cooperative.
- Prepares payment vouchers, receipts, deposit slips, and related documents which record cash transactions.
- Issues official receipts for savings and fixed deposits. Loan payments, CISP, death aid, membership fees and other transactions wherein the cooperative receives cash in any form.
- Prepares deposits for cash collections and daily cash position report.
- Reconciles fund balances at the end of the day, makes adjustments as needed, and prepares the bank deposit for pick up the next day.
- Ensures counter area is neat and stocked with necessary supplies.
- Maintain files and records and performs other related duties that may be assigned from time to time.

LOAN PROCESSING CLERK

- Process all types of loan and check if filled up completely and legibly
- Enumerates specific requirements to members applicants

- Provide information to the borrower concerning the different types of loans offered, allowable, the terms and interest and all the documentations needed to be considered for a loan.
- Ensures and counterchecks accuracy and completeness to all required documents in all types of loans. Assist applicant's members and co-makers in signing promissory note and supporting data. Endorses the processed loan applications to loan supervisor for verification.
- Update passbook of members. Monitoring and segregation of guaranteed loan required documents.
- Assist Cashier/Teller during peak days and acts as liason in her absence

CASHIER

- Operating a cash register.
- Provides pricing information by answering questions.
- Collects payments by accepting cash, check, or charge payments from customers; making change for cash customers
- Balances cash drawer by counting cash at beginning and end of work shift.
- Maintains checkout operations by following policies and procedures; reporting needed changes.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.

INVENTORY CLERK

- Good record keeping.
- Keeps track of stock that moves in and out of a particular location.

FACTORY WORKER (CONTRACTUAL, PRODUCTION)

- Thorough picking of nuts for final packaging.

FACTORY WORKER (VOLUNTARY LABOR POOL, LABORER)

- Peeling, Cleaning, disinfecting thorough picking & quality check on which pineapple and papaya would pass for actual canning.

EMPLOYMENT HISTORY

- **Branch Manager** – The Italian food Specialists, Inc. Mandaue City, Cebu , Philippines. September 24, 2019 – December 12, 2021
- **HUMAN RESOURCE MANAGER** – Metallite Builders Development Co, Inc. Cagayan de Oro City, Philippines June 2019 –September 2019
- **Accounting Staff** – Bukidnon Community Cooperative ,CampPhillips,Bukidnon Philippines - Jan. 2019-June 2019
- **Teller Supervisor** –Bukidnon Community Cooperative,Camp Phillips,Bukidnon,Philippines – October 2017- December 2018
- **Loan Processing Clerk** –Bukidnon Community Cooperative ,Camp Phillips,Bukidnon,Philippines. –November 2013- October 2017
- **Cashier** –Bukidnon Community Cooperative,Camp Phillips,Bukidnon- July 2011 -2013

- Inventory Clerk- Bukidnon Community Cooperative, Camp Phillips, Bukidnon –February 2011- July 2011
- **Factory Worker Contractual, Production** –JBC Alae, Manolo Fortich, Bukidnon –March-December 2004
- **Factory Worker , Voluntary Labor Pool** –Del Monte Philippines, Bugo Cagayan de Oro City. March 2004 –December 2004

CERTIFICATE

- Elderly Care – Intercare Training School Inc. Barangay Macabalan, Cagayan de Oro City , Philippines March 7- March 18, 2022
- Child Care Care - Intercare Training School Inc. 40 Hours Macanhan, Cagayan de Oro City, Philippines (May 5, 2022 –May 7, 2022)
- **DELINQUENCY CONTROL SEMINAR-WORKSHOP.** Cagayan de Oro City, Philippines (November 29-30, 2013)
- **LOANS CLERK COMPETENCY-BASED TRAINING .** Cagayan de Oro City, Philippines (November 14, 2015)
- **COMPETENCY BASED TRAINING FOR MEMBER DEVELOPMENT OFFICERS.** Cagayan de Oro City, Philippines. (September 27-28, 2016)
- **COMPETENCY BASED TRAINING FOR TELLERS** Cagayan de Oro City, Philippines (July 25-26, 2017).
- **CREDIT MANAGEMENT SEMINAR-WORKSHOP.** Cagayan de Oro City, Philippines (July 10, 2014)

EDUCATION

Caregiver (2021-2022)
 Bachelor of Science in Business Administration major in Financial Management (2017 -2018)
 Masters of Business Administration (MBA) (2018-2019)