

# RYAN BAUTISTA

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Dear Hiring Managers,

I am writing to express my intention to apply for the Administrative Assistant job vacancy at your company. With a Bachelor's degree in Business Administration major in Financial Management and over 6 years of experience in the Data Entry, Administrative, banking and finance industry, I have the skills I need to be a valuable member of your team.

I have been exposed to providing excellent customer service in my professional career. I worked for BDO Unibank Inc. for almost 4 years as a Credit Assistant and 2 years in Sentinel Credit Information Service, Inc. as a Data Entry Clerk. In these roles, I am responsible for receiving and registering documents for data entry, Entering data according to specified format, transfer of data between softwares, Performed general office duties like taking the initiative to order office supplies and maintained inventory, transfer of handwritten data to Excel or Word documents, Investigates history and credit standing of individuals or business establishments applying for loan through a series of thorough checking, Interviews applicants to obtain personal and financial data and coordinates with other banks and related parties to determine credit worthiness of the applicants.

The following are some of my essential skills and achievements:

- Graduated from University of Pangasinan with a Bachelor's degree in Business Administration major in Financial Management.
- Recipient of the following recognition at my current job with BDO Unibank Inc.:
  - Best in Productivity | 2022
  - Best in Productivity | 2023

My mental flexibility is one of the characteristics that set me apart from other candidates. While I can apply logic and reasoning to perform even under pressure in a fast-paced environment, I can also use creative thinking during brainstorming sessions for innovation.

If you believe I would make an excellent fit for your organization, please do not hesitate to contact me for an interview. Thank you in advance for your consideration.

Sincerely,

**RYAN CEASAR D. BAUTISTA**

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## CREDIT ASSISTANT

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### CAREER HIGHLIGHTS

Detail-oriented Credit Assistant with 6 years of experience and a proven track record of accuracy and efficiency in managing large volumes of data, Skilled in data entry softwares, Proficiently managed telephone calls and electronic inquiries, Took initiative to order office supplies and maintained inventory, with excellent typing speed and data organization skills, Strong attention to detail and commitment to maintaining data integrity, Adept at collaborating with team members and meeting deadlines in fast-paced environments.

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### SKILLS AND COMPETENCIES

Data Entry Accuracy, Excellent typing speed, Strong attention to details, Able to meet tight deadlines and prioritize tasks efficiently, Proficient with different data entry software like Microsoft Office, Organizational and Administrative Skills, Strong Communication Skills, Can work under pressure, Email and Telephone Management, Data Confidentiality, Collaboration / Teamwork, Strong Interpersonal Skills and Excellent Customer Service.

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### EDUCATION

Bachelor of Science in Business Administration major in Financial Management  
University of Pangasinan | Graduated 03/2017

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### WORK EXPERIENCE

#### **BDO Unibank, Inc. | Credit Assistant - 09/2017 up to present**

BDO Unibank, Inc., commonly known as Banco de Oro, is a Philippine banking company based in Mandaluyong. In terms of total assets, the firm is the largest bank in the Philippines and the 15th largest in Southeast Asia as of March 31, 2016. BDO Unibank is also a member of SM Group of Companies.

- Compiled, sorted and verified the accuracy of data before entering in the system.
  - Compared data with the provided documents to detect errors. Minimizing discrepancies to 100%.
  - Stored completed documents in appropriate locations or folders.
  - Located and corrected data entry errors, or reported them to supervisors. To maintain accuracy to 100%.
  - Investigates history and credit standing of individuals or business establishments applying for loan through a series of thorough checking and phone interviews with the client. Avoiding the risk of fraudulent clients to a 100%.
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#### **Sentinel Credit Information Service, Inc. | Data Entry Clerk - 08/2017-09/2019**

- Compiled, sorted and verified the accuracy of data before entering in the system.
  - Compared data with the provided documents to detect errors. Minimizing discrepancies to 100%.
  - Stored completed documents in appropriate locations or folders.
  - Located and corrected data entry errors, or reported them to supervisors. To maintain accuracy to 100%.
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### TECHNICAL SKILLS

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|-----------------|--------------|--------------|
| • MS Word       | • MS Office  | • MS Excel   |
| • MS PowerPoint | • MS Outlook | • MS Teams   |
| • IBM AS/400    | • Zoom       | • SharePoint |
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### CERTIFICATES / AWARDS

Best in Productivity, Philippines | 2022  
Best in Productivity, Philippines | 2023