

ALEX JOSEPH C. TADOY



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Address: Multinational Village, Paranaque City

PROFESSIONAL EXPERIENCE

Bank of Commerce – CSA New Accounts IV; Metro Manila South Division (Phi)

April 1, 2016 – Present

- Redeveloped an opening process for new accounts
 - Fastened the opening process of payroll accounts by 75% by scanning all the documents at once before on boarding it in the system. This helped the branch to have more accounts opened by 50% more than the previous years.
 - Verified stated information of clients with 100% accuracy by aligning it to his authenticated given documents.
- Intensified standard turnaround time in foreign exchange transactions with 100% accuracy on its authenticity by being familiar in 16 currencies for the past 7 years.
- Achieved marketing quotas by performing my personal techniques
 - Achieved given quota of 115 accounts in converting into internet banking by ensuring all the upcoming new accounts must enrol after the process. This lessen the clients' inquiry thru phone on their account balance and having them the ease in transferring their money to their desired accounts.
 - Achieved given quota of opening 300 accounts by 110% of production with my technique of cleaning all the documents batch by batch then input it to the system all at once.

Mang Inasal Phils. Inc – Assistant Restaurant Manager; Muntinlupa (Phi)

June 24, 2014 – September 30, 2015

- Amplified the monthly sales by 15% increase versus the same month last year by maximizing the production of the products available to offer. Did this by understanding the number of customers who exited the store once their desired product were not available.
 - Capitalised on lessening the expenses of the store by 10% in eliminating the spoilages. Avoided spoilages by analysing the amount of products needed in a specific day using the comparison of the data in the previous month or year.
 - Developed a fast-paced production by 100% by educating and training all the team leader down to the bottom. Everyday knowledge refresher was in place for them to master their own stations.
 - Store possessed highly skilled employees by training them in all stations every 2 months. With these, every crew knows 3 stations in minimum. They became flexible in filling the gap of underman station.
 - Gained repeat customers by having their store experience approval due to 100% conformance in performing standard procedure given by the research and evaluation department to ensure the perfect taste of Mang Inasal products.
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EDUCATION

Philippine Christian University | Bachelor of Science in Business Administration | Manila, (Phi) | March 2014

Concentration: Management, Entrepreneur, Marketing and Accounting.

SKILLS AND INTEREST

Interest: English lectures, Science fiction movies, Basketball, Soccer

Language: English; Fluent in Tagalog

Technical: Well knowledgeable in bank policies, Civil Service passer, Amazon product research