Gulmayo, Joy Paimalan

Block 118, Lot 7, Caput St., Phase 4, Deca Homes Indangan, Davao City	joy_gulmayo@yahoo.com 09177067691

Career Objective

To be part of a company that will build up my character, develop my potentials and enhance my skills.

Personal Information

Birthday: October 02, 1992	Height: 5'0
Age: 31 years old	Weight: 48 kgs.
Status: Married	Citizenship: Filipino

Work Experience

Unit Head/Licensed Financial Advisor

AXA Philippines
August 17, 2023- present

4th-5th Floor Bormaheco
Compound, Bajada, Davao City

1. Develop and communicate vision and expectation levels to unit members.
2. Empower select qualified individual that contributes to business goals.
3. Coordinating with other managers and directors, report and integrate policies and objective.
4. Recruiting advisors to be part of the team.
5. Collaboration in all branch, zone, and company activities.

Relationship Associate

Metropolitan Bank & Trust Company 7F Metrobank Davao Center
April 16,2019- June 30, 2023 R Magsaysay Ave., Davao City

1. Responsible for servicing daily requirements of clients.
2. Maintaining updated information on accounts and ensuring completion of all loan-related documents.
3. Assists in client's requirements and/or credit worthiness.
4. Monitor daily transactions such as loan payment and bookings.

Loans Processor

Metropolitan Bank & Trust Company 20F Metrobank Plaza,
February 01,2015- April 15,2019 Sen. Gil J Puyat Ave, Makati City

1. Responsible for posting loan releases, payments, and other adjustments in system.
2. Manual debiting/crediting.
3. Review Loan Summary Sheet and Booking Instruction Sheet.

Implementation Assistant

BDO Unibank 7F South Tower Bldg.,
February 2014 – July 2014 BDO Corporate Center Bldg., Makati Ave., Makati City

1. Checks and ensure completeness of the documents received from Cash Management Services (CMS) Sales team prior to endorsement to Fulfillment section of TBG Business Support
2. Coordinates with other internal units of the Bank.
3. Encode/Update data/deals in TBG Pipeline System.
4. Attends to the queries/ concerns of internal customers as necessary and elevates complicated matters to the Section Supervisor.
5. Provides proactive support to other team members as necessary.
6. Updates regularly the Pipeline Report.
7. Performs other related functions that may be assigned from time to time.

HRMG- Business Partnership General Clerk

Metropolitan Bank & Trust Company 20F Metrobank Plaza,
August 13, 2014- December 31, 2014 Sen. Gil J Puyat Ave, Makati City

1. Assists AO in scheduling applicants for interview with the hiring units and job offer schedule.
2. Assists and updates in sourcing potential candidates in E-recruit.
3. Assists in updating hiring database.
4. Updates status of promo and merit increase in people season.
5. Assists in career day admin
6. Generate T/O in preparation for YTD report
7. Act as secretary of HRDD-Head

HR Recruitment/ Timekeeping

Gaisano Grand Citimall Ilustre St., Davao City
May 15, 2013- October 20, 2013

1. Conduct exams and initial interview
2. Conduct trainings
3. Evaluate performance of newly hires
4. Balance manpower
5. In-charge of 201 files.

Student Assistant- Library Staff	
University of the Immaculate Conception	Davao City, Philippines 8000
May 2009 - 2012	
1.Follett software used 2. Managing Library collection 3. Making daily statistics (library users - faculty, visitors and students, books used) 4. Control in the library database system 5. Library Management	

Education

Bachelor's degree	Bachelor of Arts - Psychology
June 2009 - March 2013	University of the Immaculate Conception
	Davao City, Philippines 8000

Secondary School	
June 2005 - March 2009	Paloc National High School
	Paloc, Maragusan, Davao de Oro
Elementary level June 2003- March 2009	Paloc Elementary School Paloc, Maragusan, Davao de Oro

Achievements

AY 2010- 2011 first semester	Dean's Lister
AY 2013	Best Thesis