

# Leonell Linghag

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## SUMMARY OF SKILLS

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- Able to handle and resolve conflicts in a professional and tactful manner.
- Able to establish and maintain effective working relationships; open minded, collaborative and a reliable team member.
- Able to carry out duties consistently with minimum supervision.
- Excellent people skills and a friendly demeanor.

## WORK EXPERIENCE

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### Land Bank of the Philippines

*Senior Customer Associate*

**Aug. 2023 – Present**

*Manila, Philippines*

- Land bank of the Philippines is a government financial institution that strikes a balance in fulfilling its social mandate of promoting countryside development while remaining financially viable.
- Handles opening of accounts for all kinds of deposits accounts and interview of prospective clients.
- Attends to customer queries regarding bank products and services.
  - Helped the branch attain exemplary audit rating for the audit year 2022 by adhering to banks guidelines and policies.

### Land Bank of the Philippines

*Customer Associate*

**July 2015 – July 2023**

*Manila, Philippines*

- Handled the banks over-the-counter transactions such as acceptance of deposits, check encashments and withdrawals as well as payment of loan amortizations and remittances.
- Acted as bookkeeper responsible for updating, posting, and reconciling of deposit accounts, other bank transactions and processing of payroll of various government agencies and private clients.
- Acted as executive assistant responsible for administrative tasks such as writing emails & memos.
  - Maintained comprehensive records and created accurate reports.
  - Answered client queries over the phone in a timely and helpful manner.
  - Helped the branch attain exemplary audit rating for the audit year 2016 and promoted the following year.

### LBP Service Corporation

*Bookkeeper*

**Dec. 2012 – June 2015**

*Quezon City, Philippines*

- Prepared and maintained financial reports of the Land bank's clustered branches.

## EDUCATION

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### New Era University

*Bachelor of Science Major in Banking and Finance*

**Mar. 2012**

*Quezon City, Philippines*

## ACTIVITIES AND INTEREST

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- Enjoy playing recreational basketball.
- Take pleasure in hiking.