

MARIAN G. MALAGA



Contact

Current Address:

Bayugan City, Agusan Del Sur,
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Other Personal Background

Date of Birth:	September 05, 1996
Place of Birth:	Marilao Bulacan
Gender:	Female
Age:	27
Height:	157 cm
Weight:	54 kg
Status:	Single
Religion:	Roman Catholic
Citizenship:	Filipino

Languages

- English
- Filipino
- Cebuano
- Surigaonon

Professional Summary

A proactive individual skilled in communicating technical knowledge in clear and understandable language. Proficient and consistent in managing team to meet the required target number of clients. Strong work ethic and easily adapt to changing work environments and has ability to work independently and as part of a team.

Skills

- Information Communication and Technology Literate
- Proficient in MS Word, PowerPoint, Excel, Gmail and
- Time Management
- Communication Skill
- Interpersonal Skill

Qualities/Abilities

- Dedicated and hardworking individual
- Can work well both independently and with a team
- Willing to work in challenging and schedules-shifting environments and organize
- Detail-oriented and able to handle multiple tasks simultaneously

Experiences

Branch Head

Asa Philippines Foundation Inc., May 2023- Present

- Performs validation of client's business and approved loans to the selected new members.
- Deals with client's complaints and problems that cannot be solved by the staff.
- Promotes and markets the core values of the Foundation and its goals.
- Mentored team and motivated to be target-oriented.
- Maintained accurate records of all transactions, ensuring audit compliance and data integrity.
- Responsible for checking daily transactions, submitting monthly reports, and preparing monthly payroll.

Assistant Branch Head

Asa Philippines Foundation Inc., | June 2021 - April 2023

- Collaborated with the Branch Head to develop long-term strategic plans for the branch's growth and development
- Accompanied the staff in the fields to know the necessary problems in every group.
- Coached, trained, and mentored the team, especially in recruitment.
- Prepares minutes of meetings and is responsible for discussing the new policies of the Foundation.
- Performs inventory of branch assets and maintenance of the branch.

Microfinance Officer

Asa Philippines Foundation| October 2018 - May 2022

- Field staff and completely target-oriented.
- Approved client's financing.
- Collecting clients' payments and analyzing overall loan application qualifications.
- Maintains group cohesion and discipline. Serves as a front-line worker of the Foundation in the dissemination of the primary program.

Education

2018

College Degree

Surigao State College of Technology

Bachelor of Science in Information Technology

Certificates

- Basic Occupational Safety and Health Training for Safety Officer 1

References

Reference Person: Mr. Rodolfo B. Sande Jr.

Position: Area Administrator

Contact: +639-637-537-482

Reference Person: Ms. Gerly Morallon

Position: Regional Administrator

Contact: +639-171-833-433