

Kay Anne B. Tadeos

Puerto Princesa City, Philippines

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Bank Manager | Team Leader | Transaction Implementation Officer | Financial Analyst | Supervisor

Professional Summary

Innovative and accomplished working professional with 10+ years of experience in the field of finance, accounting, and marketing. Worked with diverse group of organizations, private and government institutions. Excels in a dynamic setting that demands exceptional adaptability, flexibility, and the ability to collaborate effectively with teams both internally and externally.

Relevant Skills

- Team Management
- Multi-Tasking
- Adaptability and Creativity
- Teamwork and Collaboration
- Can handle repetitive tasks
- Can work in fast-paced environment
- Physically Fit
- Team player
- Hardworking
- Excellent Oral Communication Skills
- Attention to detail
- Hard worker & learns quickly
- Can work under pressure
- Flexibility

Work Experience

2017 – current

Team Leader | Bank Manager

Development Bank of the Philippines | Makati City, Philippines

- Demonstrate exceptional team player qualities, consistently achieving 100% of deliverables through collaborative efforts.
- Demonstrated strong coordination and supervision skills by delivering excellent administrative services to both internal and external clients. Played a key role in meeting reportorial requirements by providing accurate and timely data, showcasing a commitment to precision and attention to detail.
- Ensures loan documents are comprehensive, uniform, and accurate. Responsible for authorizing loan disbursements totaling P10M or less.
- Showcased adaptability by introducing a flexible approach to streamline and expedite the report preparation process. Introduced strategies that not only enhanced efficiency but also empowered team members with the tools and support needed to navigate the process seamlessly, contributing to the successful completion of report-related tasks.
- Achieved full compliance with the Bank's Policies and Procedures, with zero audit findings and no customer complaints. Carry out programs with precision and effectiveness, ensuring successful implementation and desired outcomes.

2014 - 2015

Municipal Financial Analyst

Department of Social Welfare and Development | Palawan, Philippines

- Showcased excellent communication skills by conducting impactful training sessions for community volunteers on financial management and fiduciary processes of the community sub-projects. Provided Technical Assistance to community volunteers in setting-up systems and processes for community-based finance management and fiduciary control.
- Guided volunteers in the effective allocation of funds totaling nearly P20M for the execution of 14 community projects spanning 14 villages within the municipality. Maintained an organized document records with precision ensuring accuracy and accessibility for smooth operations.

2011 - 2014

Bookkeeper | Accounting Staff | Marketing Staff

New Nemar Development Corporation | BSBB Trading | Palawan, Philippines

- Maintained accurate financial records of company's purchases, sales, receipts, and payments on company's ledger and ensured 100% compliance with established accounting procedures.
- Daily reconciliation of bank statements, accounts, and financial records to ensure accuracy and identify discrepancies.
- Proved the ability to work under pressure through timely completion of tax payments and business permits despite heavy workloads, resulting in a track record of zero penalties for overdue filings.
- Effectively coordinated promotional events, including motor shows, motorcades, and complimentary test drives, to boost product visibility. Contributed to the establishment of motorcycle clubs for marketing initiatives.

Education and Eligibility

Master of Business Administration (MBA), Philippine Christian University, Dasmariñas Cavite, Philippines | 2023

Bachelor of Science in Business Administration, Major in Banking and Finance, Palawan State University, Palawan Philippines | 2011

Career Service Professional Second Level Eligibility, Civil Service Commission, Philippines | 2013