Gimelle S. Marquez

Sitio Kapihan Virginia summer ville
Mambugan, Antipolo City Rizal 1860
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Objective : To find a job that can help me to be more responsible and to gain some knowledgeable skill that I can use in the near future

Experience(s) : **GAIC Manpower Services Inc. (GAMSI)**
Administrative Clerk
October 4, 2021 – Present

Job Description
: Monitoring 201 file check out and check in
: Handling and monitoring project workers
: Encoding employee information in company's info sheet
: Enrollment of SSS R1A and philhealth ER2
: Responsible for making employee's ID with QR Code for their time in/out
: Perform administrative tasks
: Filing of 201 files
: Monitoring vaccination record of project worker
: Computation of manual payroll of newly hired and reliever project worker

: **Robocash Financing Corporation**
Branch Operation Specialist (BOS)
October 2018 – Aug 2021

Job Description
: Monitoring cash fund
: Maintaining balance between **Loan Management System** vs **Cash Position**
: Backtracking previous transaction to ensure accuracy of encoded information from Cash Position
: Writing transactions in the book of accounts every end of the day
: Encoding client's information
: File sorting per days, week and month
: Requesting petty cash fund
: Performs financial analysis and capacity to investigations on prospect client.
: Responsible for processing of loan application and ensuring that all requirements are met.
: Transact payments and collection.
: Doing the field work to find prospect client
: Social media posting to promote company's product and services.
: Performs an investigation to verify the identity of customer before processing of loan application.

Education : I**CCT Colleges Foundation Inc.**
V.V Soliven Ave II Cainta, Rizal 1900
Bachelor of Science in Business Administration
Major in Financial Management
2015 – 2018
: **Commonwealth High School**
Commonwealth Quezon City
Secondary Education
2009-2013
: **Kasiglahan Village Elementary School**
Kasiglahan Village Rodriguez, Rizal
Primary Education
2003 – 2009

Skill(s)	: Knowledgeable in Microsoft office		
	: Able to work efficiency in a team environment		
Interpersonal Skill	: Critical thinking		
	: Problem Solving		
Customer Service Skill	: Communication		
	: Negotiation		
	: Adaptability		
OJT	: **Weal Builder**		
	Accounting Assistant		
	June 2018 – July 2018		
Seminars/Workshops	: GCash 101		
	Financial Literacy		
Personal Information	: Date of Birth	-	24 August 1996
	Place of Birth	-	Pasig City
	Religion	-	Roman Catholic
	Name of Mother	-	Imelda V. Soriano
	Occupation	-	OFW

Applicant Signature