

JOPHETSON GABUYA BEDANIA

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HIGHLIGHTS OF SKILLS AND QUALIFICATION

- Positive attitude, coachable personality, and desire to help drive business growth.
- Can work under pressure and Fast-paced Environment.
- Willing to learn, Fast Learner and Hardworking.
- Excellent communication skills and ability to interact with clients and their compassionate manner.
- Efficient in Microsoft Word and Excel

EXPERIENCE

Customer Service Assistant I

November 14, 2022 to Current

Rural Bank of Rosario (La Union), Inc.

Poblacion East, Rosario, La Union, Philippines

- Provide Customer Service
- Process money, cheques and credit/debit card payments
- Process loan applications according to the approved policies and procedures.
- Processes releases of approved loans and the completion of required documents to facilitate the release.
- Tabulate total payment for services required.
- Ensures that borrowers and loan accounts are enrolled for required insurance coverage.
- Calculate daily/shift payments.
- Updates borrowers of their payment due date.
- Prepares necessary letters or certificates to borrowers.
- Initially verifies the credit worthiness of loan applications including the documents presented through validation of projects to be financed, inspection of collateral, background / credit investigation.
- Registration of mortgages.
- Follows-up borrowers with past due loan and collects payment.
- Prepares internal and external reports regularly submitted to the management, Board of Directors and other regulatory/supervising institutions (reports to be prepared must have proper delegation / order from the department head or management).

EDUCATION:

- Bachelor of Science in Accountancy (Class September 2022)
Urdaneta City University
San Vicente West, Urdaneta City, Pangasinan

CERTIFICATE/SEMINARS:

- Certified Bookkeeper, Philippines
Membership No.: 2204702878
National Certified Bookkeepers Institute, INC.
- Anti-Money Laundering Act (AMLA) (December 18, 2023)
Rural Bank of Rosario (La Union), Inc.
- "Receivables" (April 30, 2023) - Real Excellence Online

CHARACTER REFERENCE:

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