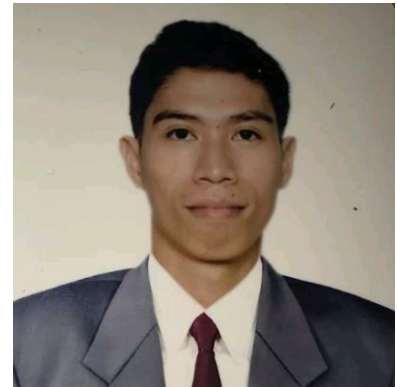


# ALBERTO E. MARINAY JR.

Barangay Ga-as, Baybay City Leyte, Baybay, 6521 (PH)

09068222556

[marinay.alberto1326@gmail.com](mailto:marinay.alberto1326@gmail.com)



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## *PROFESSIONAL SUMMARY*

Professional, hardworking and experienced employee for almost 5 years, seeking to utilized my knowledge, skills and strengths to contribute company efficiency. Strong analytical skills, creative in resolving problems and addressing issues; self-motivated, dedicated, decisive; always seeks tasks to completion.

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## *EMPLOYMENT HISTORY*

*Aug. 2018 – Present*

*Baybay City, Leyte*

### **Trust Staff, RAFI Micro-Finance Inc., Baybay**

- Collect information for loan applications
- Interview applicants to define financial eligibility
- Monitor and update accounts record
- Submit loan applications in timely manner
- Prepare detailed loan proposal
- Reject loan applications and explain deficiencies to applicants
- Travel in different barangays to market new applicants
- Communicate to clients for payment transactions and past due clients

*June 2016 – May 2018*

*Baybay City, Leyte*

### **Credit and Sales Representative, HMW Lending Investors Inc.**

- Meeting or exceeding sales goals
- Helping determine pricing schedules for quotes, promotions and negotiations
- Preparing monthly report (client monitoring)
- Coordinating sales effort with marketing programs
- Preparing and submitting sales contract for orders
- Visiting clients and potential clients to evaluate needs or promote products
- Maintaining client records
- Answering client questions about credit terms, products, price and availability
- Follow-up overdue clients

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## *EDUCATION*

*2011 - 2016*

**Bachelor of Science: Business Administration Major in Human Resource Management and Development**

- Franciscan College of the Immaculate Conception - Baybay City, Leyte

*2008 - 2011*

**High School**

- Franciscan College of the Immaculate Conception - Baybay City, Leyte

*2002 - 2008*

**Elementary**

- Franciscan College of the Immaculate Conception - Baybay City, Leyte
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## *SKILLS*

Analytical Skills	<i>Skillful</i>
Customer Service	<i>Experienced</i>
Driving Skills	<i>Experienced</i>
Computer Skills	<i>Skillful</i>
Mathematical Skills	<i>Skillful</i>
Good Communication Skills	<i>Skillful</i>

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## *CHARACTER REFERENCE*

- *MR. ANTHONY FLORENCE ROSAL*  
**RAFI MICRO FINANCE MANAGER**  
09672532598

- *SISTER M. EMILIE IGANO, OSF*  
**FCIC, OSF PROVINCIAL SUPERIOR, & ACCOUNTING PROFESSOR**  
09195628529
- *MR. RONNEL LOREJAS*  
**BICOL, IROSIN BRANCH MANAGER**  
09675047750

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
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**ALBERTO E. MARINAY JR.**  
*Applicant*