

CURRICULUM VITAE

Name : **ERLIE JEAN P. MAZO**
Address : Brgy. Gacat Baybay City, Leyte
Cellphone Number : 09425021987/ 09669951768
Email : ejperezmazo@gmail.com
Apply For : Administrative Aide IV (Clerk II)



PERSONAL DATA

Nationality : Filipino
Sex : Female
Marital Status : Single
Date of Birth : September 20, 1996
Place of Birth : Brgy. Gacat Baybay City, Leyte

EDUCATION

Tertiary Level

Name of School : Saint Paul School of Professional Studies
Address : Campetic, Palo, Leyte
School year : 2012-2016
Bachelor's Degree : Commerce Majors in Banking and Finance and Management Accounting

Secondary Level

Name of School : Baybay National High School
Address : 30 de Diciembre St., Baybay City, Leyte
School year : 2008-2012

Elementary Level

Name of School : Gacat Elementary School
Address : Brgy. Gacat Baybay City, Leyte
School year : 2002-2008

WORK EXPERIENCE

Position : Branch Cashier
Company's Name : ***MCD Credit Corporation***
Address : 481-A P. del Rosario Ext., Sambag 1, Cebu City, Cebu
Length of Service : November 29, 2017 to September 18, 2020

Responsibilities

- Safekeeping of funds both cash and cash in bank, and other financial records.
- Accomplished Daily Cash positions to be audited by the management upon request.
- Releasing of cash for new loans, loan renew, and company disbursements.
- Receiving of cash and checks and to be deposited to company's affiliated banks.
- Encoding of customers' loan payments both cash and check.
- Communicated with customers to confirm the receipt of their loans (cash).

Position : Accounting Clerk
Company's Name : **(same company)**
Length of Service : September 16, 2016 to November 28, 2017

Responsibilities

- Payroll Master
- In charge in filing and payment of monthly taxes, SSS, Philhealth, Pag-ibig.
- Controller of employees' loans and other records.
- Checking of collectors, supervisors, and credit investigators' actual list of collection vs. computer input.
- Petty Cash Fund controller

OTHER EXPERIENCE

Internship

LAND BANK OF THE PHILIPPINES

Tacloban Real Branch

Responsibilities

- Entertain clients' queries
- Assist Customer Associate Personnel in handling new clients
- Receive calls from other branches and clients
- Photocopied and scanned checks, and other documents as requested
- Organizing documents (taxes, checks, customers' personal records)

TRAINING/SEMINARS ATTENDED

June 16, 2017	-	Know Your Customer (KYC) and Anti-Money Laundering
March 11, 2016	-	Developing the Global Leader of Tomorrow (Career Preparedness Seminar)
March 5, 2016	-	Battling the Common Interferences to Effective and Efficient Teamwork
January 22, 2016	-	Winning Cycle of a Brand and Digital Marketing
January 16, 2016	-	CIA Examination Forum

ACHIEVEMENTS

Civil Service (Professional Level) Passer

81.77%

October 23, 2016

Normal University, Tacloban City

EN/CN: **325304**

DEAN'S LIST

January 29, 2016

Saint Paul School of Professional Studies

With Honors

2002-2008

Gacat Elementary School

SKILLS and HOBBIES

- Fluent in Waray-waray
- Knowledgeable in Microsoft Word, Excel, and PowerPoint
- Observant, keen to details and accuracy of responsibilities
- Strives to achieve deadlines and the company's standards
- Accepts criticisms and advice with open-mindedness
- Loves to read books
- Loves nature and music