

RIZALDO A. AMARILLE JR.
Barangay Jubasan, Inopacan, Leyte
Contact No.: +639675577417
Email Address: raaamarille@gmail.com



LICENCES AND CERTIFICATIONS:

- Civil Service Eligibility – Professional Level (*August 2019*)
- Non-professional Driver's License – Restrictions 1,2 (*September 2022*)

SKILLS:

- Proficient in Microsoft Office tools.
- Able to negotiate and communicate effectively in oral or in written form
- A well-trained property appraiser
- Good problem-solving and analytical skills
- Sufficient knowledge on accounting and financial management
- Very flexible in working environment
- Able to work independently or part of a team

EDUCATIONAL BACKGROUND:

Franciscan College of the Immaculate Conception, Baybay City (*2011-2015*)
Graduated - BS in Business Administration – Major in Financial Management

Tinago National High School, Inopacan, Leyte (*2006–2010*)

Maljo-Jubasan Elementary School (*2000-2006*)
Graduated, Valedictorian

WORK EXPERIENCE:

Appraiser – Rural Bank of Hindang (Leyte), Inc.
April 2019 – February 2021

- Undertakes appraisal and inspections of real estate properties and chattels being offered as collateral
- Verifies correctness of location and boundaries of appraised properties
- Conduct business validation
- Credit Investigation
- Petty cash custodian
- Teller

Loans Clerk/Processor– Rural Bank of Hindang (Leyte), Inc.
February 2017 – March 2019

- Attends to various queries on loan products and other bank products
- Loans processing and documentation
- Review and update credit files in a timely manner
- Safe keeping of credit files and collateral documents

Accounting Clerk – CV Solutions Inc.
June 2015 – September 2016

- Assist the accountant at all times
- Process purchase orders based on approved requisitions
- Generate and reflect sales and delivery receipt in the accounting software
- Maintaining of monthly sales ledger

ATTENDED SEMINARS AND TRAININGS:

- Credit Investigation Webinar (November 20, 2020)
- Basic Lending Course (August 23-24, 2019)
- RBAP-LEYTE-SAMAR-BILIRAN Federation of Rural Banks Focused Group Discussion (February 2, 2019)
- DTI Negosyo Center Financial Forum (Resource speaker) (June 13, 2018)
- Capacity Building Workshop (March 13-24, 2018)

PERSONAL BACKGROUND:

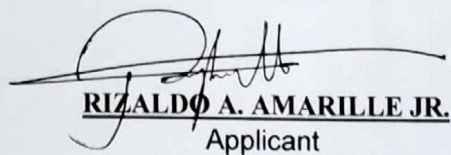
Birth Date	:	September 14, 1993
Birth Place	:	Inopacan, Leyte
Hometown	:	Inopacan, Leyte
Sex	:	Male
Age	:	28 years old
Height	:	1.74 m
Weight	:	65 kg
Civil Status	:	Single
Nationality	:	Filipino
Religion	:	Roman Catholic
Language Spoken	:	Tagalog, Cebuano, English

REFERENCES:

Maritoni P. Guno
Rural Bank of Hindang (Branch Manager–Sogod Branch)
Contact no. +639277081494

Maricel Z. Cabal
Rural Bank of Hindang (HRMO Main Office)
Contact no. +639265424187

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


RIZALDO A. AMARILLE JR.
Applicant