



# John

## CONTACT ME

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## EDUCATION

### BS Criminology

2022-2023

### Information Communication Technology

2018-2019

## SKILLS

- Managing
- Programmer
- Risk taker
- Accounting
- Flexible
- Process Flows

## WORK EXPERIENCE

Admin Staff 2019

- Handling administrative requests and queries from senior managers
- Organizing and scheduling appointments with admin software
- Planning meetings and taking detailed minutes

OIC Procurement 2019

- Develop and implement procurement strategies to optimize sourcing and supplier selection processes.
- Identify potential suppliers, conduct supplier evaluations, and negotiate contracts and pricing terms.
- Manage vendor relationships and monitor supplier performance to ensure compliance with contractual agreements and quality standards.

Finance Officer/Accounting 2021-2022

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits

Project Manager 2022-2023

For a project to function properly and be delivered on time and within its budget, all the roles and responsibilities of everyone involved must be clearly defined and communicated. Everyone has their part to play in the process, which is orchestrated by the project manager acting on behalf of the project owner.

Homeloan Officer January 2024-Present

- Customer Interaction: Assess clients' financial situations and understand their needs.
- Loan Evaluation: Review loan applications, credit reports, income documentation, and other financial data to determine eligibility.
- Sales and Target Achievement: Promote the institution's loan products to meet sales targets.
- Building Relationships: Develop relationships with real estate agents, builders, and other professionals to generate referrals.

## REFERENCES

[Redacted]  
[Redacted]  
[Redacted] [Redacted]  
[Redacted] [Redacted]