 **JELL DE LOS SANTOS EDUARTE**

**Address: 115 Villa Rosa St. Brgy. Polo Mauban, Quezon Province**

**Email Address:** [**jelleduarte1@gmail.com**](mailto:jelleduarte1@gmail.com)

**Contact Number: 09454153700**

**OBJECTIVE:**

To be able to help, share, and work on company who wants to render my skills and ability for them to reach their own objective thereby expanding my capability as well.

**EDUCATIONAL ATTAINMENT:**

**TERTIARY:**

**Manuel S. Enverga University Foundation**

Lucena City, Quezon Province

Bachelor of Science in Mass Communication

2014 - 2018

**SECONDARY**:

**Dr. Maria D. Pastrana High School**

**(Mauban Science Oriented High School)**

Mauban Quezon Province

2010- 2014

**PRIMARY:**

**Mauban South Central Elementary School**

Mauban Quezon Province

2004 – 2010

**WORK EXPERIENCE:**

**ORMON BANK RURAL BANK OF MULANAY (QUEZON), INC.**

Allarey St. Cor. Barcelona Brgy. 1 Lucena City, Quezon Province (Lucena City Branch)

**Loan Officer**

**April 19, 2021 - Present**

**DUTIES AND RESPONSIBILITIES:**

* Meet and Conduct Credit Investigation with loan candidates to explain and answer some questions with the client.
* Visiting the property or the business of the applicants and completing lots of paperwork, especially for mortgages
* Ensure the 5C of the Bank which is Character, Capacity, Collateral, Capital and Condition.
* Analyzing and evaluating the applicant’s financial status.
* Ensure all details of received documents provided of the client, especially when it mortgages.
* Checks and Verify the Names.
* Prepare Documentary Stamp Tax and submit to BIR for entry when it mortgages.
* Preparing collection reports for the clients who had past due on their monthly amortization.
* Monitor collection status of larger balances and provide daily updates to Finance Manager.
* Analyze collection process to recommend improvements.
* Maintains and safe keeps pertinent file and documents for audit references.
* Perform additional duties and responsibilities required from time to time.

**SAMAT INTER TRADING CORPORATION under of**

**JG Summit Petrochemicals Group Stage I Expansion Project**

Batangas City, Batangas, Philippines

**Permit Receiver / Document Controller**

QA/QC Department

April 29, 2019 to April 05, 2020

**DUTIES AND RESPONSIBILITIES:**

* Informing the issuer about the work progress and procedures that will conducting.
* Clarify with the issuer of the requirements and location of the area.
* Completing all applicable section of the permit to work.
* Ensure that all permit is granted before work commences.
* Supervising the work prescribe with the permit to work and ensure that the work is performed in a safe manner within the conditions prescribed.
* Control the numbering, sorting, filling and retrieval of both electronic and hard copy documents, such as Pre and Post weld heat treatment record and daily report activity.
* Ensure that all equipment has been removed, the site cleaned and made safe.

**YUHANTECH PHILIPPINES INC. under of**

**San Buenaventura 500MW (Gross) Supper Critical Coal-fired Power Plant Project**

Mauban, Quezon Province, Philippine

**Document Controller**

QA/QC Department

October 25,2018 to February 18, 2019

**DUTIES AND RESPONSIBILITIES:**

* Prepare Request for Inspection for Piping and Mechanical Structures as a part of the process before start at work daily.
* Perform document control duties by transmitting drawings and documentation from the activities.
* Consolidate all progress report from the activities in site
* Received and update all the documents that will gathered on site activities.
* Filling and sorting all the documents, hard copy and digital records.
* Ensure all the accuracy of the documents that will given by the Engr. and Inspector.
* Ensure all the documents are completed and scanned.

**ON THE JOB TRAINING:**

* **On The Job Training in Radio: Radyo ng Bayan Lucena**

February 2017 - March 2017

* **On The Job Training in Television: Graceful Living on**

**ANC under of Concept One Productions**

July 2017 - August 2017

**SKILLS:**

* Proficient in Software Application: Word, Excel, Power Point, Publisher Presentation and internet browsing.
* Organized, accurate, and detail – oriented.
* Ability to Prioritized, Structure and Schedule Tasks to Maximize Effort and Meet Deadlines.
* Good communication skills.
* Ability to work independently or as part of a team.
* Ability to work under pressure.

**PERSONAL INFORMATION:**

* **Age:** 23
* **Birth Date:** August 1, 1998
* **Civil Status:** Single
* **Place of Birth:** Mauban Quezon
* **Language Spoken:** English, Filipino

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

**JELL D. EDUARTE**