

Greetings!

Dear Sir/Maam,

I am writing to express my interest in applying for any job position in your company. With my six years of experience as an internal auditor and one year as teller. I believe that I have the skills and qualifications necessary to make a valuable contribution to your team.

Throughout my career, I have consistently demonstrated my ability to assess and enhance internal controls, mitigate risks and ensure compliance with regularity standards. My experience includes conducting audits for completeness of all subject for review items, analyzing processes and identifying areas for improvement within diverse industries. I have strong attention to detail and possess exceptional analytical skills which allow me to thoroughly evaluate the compliance in standard procedure in the operation, transactions and documentation.

In my previous role, I successfully led numerous audit engagements, developed effective audit plans and implement control mechanism to safeguard assets and minimize potential errors or fraud. Additionally, I have a proven a track record of collaborating with cross functional teams, providing guidance on risk management strategies, and delivering comprehensive reports to senior management.

What assets me apart is my ability to streamline audit procedures and implement innovative technologies to improve efficiency and effectiveness. I am highly proficient in utilizing Microsoft word and Microsoft excel. I believe that my combination of technical expertise, interpersonal skills and adaptability makes me a strong fit for your organization.

Furthermore, I am diligent, responsible, and self-motivated professional who thrives in fast-paced environments. I welcome challenges and enjoy working collaboratively with colleagues to achieve shared goals. I am confident that my positive attitude and strong work ethic would make me a valuable asset to your team.

I would greatly appreciate the opportunity to discuss how my skills and experience align with the needs of your team. Thank you for considering my application. I have attached my CV herewith for your review, and I look forward to the possibility of being interviewed.

Please do not hesitate to contact me at 0569120353, if you require any additional information. Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

James A. Gamir Jr.
Applicant



JAMES ALCORDO GAMIR JR.

Ggico building flat 705 al majaz 1 king faisal street Sharjah UAE

Email address: jamesgamir0706@gmail.com

Contact #: 0569120353

Objective:

To offer my services for further development of my qualities and for advancement of my careers as Well as to contribute to the institution's growth through performance of duties and obligation.

PROFESSIONAL EXPERIENCE:

1. Internal Auditor Davao Ros-ver pawnshop inc. February 2017 to June 2023

Duties and responsibilities:

- Responsible for the review/checking on the implementation of company's policies and procedure particularly on branch operation.
- Establish and communicate the scope and objectives of the audit to the management.
- Develop an understanding of the business area under review. This includes objectives measurements, and key transaction types.
- Describe the key risk facing the business activities within the scope of the audit.
- Identify control procedures used to ensure each key risk and transaction type is properly controlled and maintained.
- Follow-up on reported audit findings at appropriate intervals.
- Establish completeness of items subject for audit and review required documents.
- Determine loaned items with discrepancies in: high/over appraisals, fake items, not acceptable items and documentation.

- Check if all approved loans are compliant on the required proper documentation mandated by the government agencies and company procedures.
- Assess branch majority chunk of items and its implication to the branch income.
- Query to branch personnel for their marketing efforts and activities.
- Assess effectiveness of marketing strategies.
- Conduct cash count and evaluate over-all cash management of the branch including documentation procedures.
- Evaluate the procedure of the following transactions. New loan, Renewals and Redemption.
- Recognize problems in the operation.
- Evaluate the proper coaching and training, personnel matters/decorum and time keeping.
- Assess the customer relation and services.
- Conduct exit conference.
- Prepares comprehensive operations review report and audit report to feedback the management and the concerned units for appropriate actions.
- Conduct monthly assessment of loans and random inventory.
- Inventory/checked loans within the coverage period.
- Responsible for the regular branch auction checking for the whole month and checking on periodic grand auction sale.
- Establish completeness of acquired stocks in each branch thru inventory.
- Provides report to the concerned units and management.
- Conducts proficiency exam (manual and typing) for the operations personnel.
- Prepares annual audit rating as yearly evaluation of all branches.
- Assist the concerned units for any required legal activities.
- Assess Utilization and handling.
- Performs other duties as may be assigned by the management and other departments.

2. Teller Davao Rosver pawnshop inc. August 2016 to January 2017

Duties and responsibilities:

- Manages, secures, and maintains custody of cash collections of the branch.
- Reviews all loan transactions processed by the Branch Appraiser.
- Issues official receipts to applicable branch transactions and ensures the accuracy, completeness and reliability of records.
- Handles customers' complaints and provides appropriate action based on company's existing policies, rules and regulations.
- Provides quality service to strengthen customers' loyalty to the company.
- Computes loan payments for principal interest and other charges and ensures accuracy payment.
- Assist the Branch appraiser in ensuring the security and safety of the branch premises, its exterior and interior.

- Maintains the cleanliness and orderliness of the branch.

Organization and seminars attended:

Bulawan Toastmasters Club – President Year 2021

Bangko sentral ng pilipinas Seminar Countering Terrorism March 2023

Skills and Abilities

- Detail-Oriented,
- Works well with a Team.
- Strong Customer-Service Skills.
- Excellent Verbal Communication Skills.
- Good listener.
- Follows Instruction well.
- Organizational Skills.
- Mathematical Skills.
- Excellent Memorization Skills.
- Adaptive Learner.
- Multi-tasking Skills.
- Record-keeping Ability

Educational Background

Ateneo De Davao University
Bachelor of Science in Accountancy

References

Anne Patrice M. Balasa
Executive assistant Kings College hospital London
0508263411

Robert Viel Yanez
Freelance Personal Trainer
0568819469

Jaya Kaye P. Gallena
Dirhams Cashier Al Ansari Exchange
0506294054