



ASUNCION C. CERCADO

CONTACT:



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**Room 604, Darwish Bldg.
Al Falah St. Abu Dhabi**

EDUCATION:

Bachelor's Degree in ACCOUNTING TECHNOLOGY

Central Philippine University – Iloilo
City, Philippines 2014-2018

DIPLOMA IN INFORMATION TECHNOLOGY

West Visayas State University – Iloilo,
Philippines 2010-2011

Esteban S. Javellana Memorial High
School – Iloilo City, Philippines

2006-2010

Guiso Elementary School – Iloilo City,
Philippines - 2006

CAREER OBJECTIVE

Applying three years of experience in the banking industry to secure a position with a reputable financial provider and apply education and experience to further promote the success of the company through the application of strong problem-solving, communication and customer service skills.

WORK EXPERIENCE

BOOKKEEPER (JUNE 27, 2022 – JULY 10, 2023)

Calinog Farmers Agriculture Cooperative (Iloilo City, Philippines)

- ✚ Creating and filling financial reports
- ✚ Record and analyze files to create entries for the general ledger
- ✚ Reconciled bank statements with financial records to summarize banking and business operations
- ✚ Process accounts receivable/payable and handle payroll in a timely manner.
- ✚ Process Member's loan application.

ACCOUNTING ASSTANT / TELLER (December 3, 2018 – June 15, 2022)

Rural Bank of Calinog (Iloilo), Inc. (Calinog. Iloilo City, Philippines)

- ✚ Prepare reports and financial statements on weekly, monthly and quarterly basis submitted to Bangko Sentral ng Pilipinas, Philippine Deposit Insurance Corporation and other regulatory agencies
- ✚ Prepare for monthly tax dues
- ✚ Reconcile monthly subsidiary ledger against General Ledger
- ✚ Managing employee payroll
- ✚ Keeping customer's personal information confidential
- ✚ Reconciling cash drawers
- ✚ Opening New Accounts

CORPORATE SECRETARY (SEPTEMBER 2018 – JUNE 2020)

Rural Bank of Calinog (Iloilo), Inc. (Calinog. Iloilo City, Philippines)

- ✚ Prepares the monthly schedule of board meetings and agendas meeting
- ✚ Creating meeting minutes throughout board and committee meetings.
- ✚ Issue Stock Certificate to the members
- ✚ Prepare annual General Information Sheet of Board of Directors and Officers submitted to regulatory agencies

PERSONAL DATA:

Birthday: August 16, 1993

Age: 29 years old

Height: 5'2"

Weight: 45 Kg

Status: Single

Citizenship: Filipino

KEY SKILLS:

- ❖ Strong mathematical skills.
- ❖ Dynamic problem-solving skills.
- ❖ Excellent interpersonal and communicative skills.
- ❖ Competent IT skills, particularly in the use of Microsoft Office.
- ❖ Highly self-motivated.
- ❖ Team player.
- ❖ An understanding of industry practices gained through work experience may be helpful.

ACTING COMPLIANCE OFFICER (June 2021 – July 2022)

Rural Bank of Calinog (Iloilo), Inc. (Calinog, Iloilo City, Philippines)

- + Oversee and coordinate the implementation of the Bank's Compliance Program
- + Provide appropriate guidance and directions to the bank management on the development and maintenance of the program
- + Compile all banking laws and relevant rules and regulations issued by regulatory agencies (e.g Bangko Sentral ng Pilipinas, Securities and Exchange Commission)
- + Update the Board of Directors and top management on the status and issues affecting the bank's compliance to laws, rules and regulations.

SEMINARS AND TRAININGS

- + **Cooperative Resilience Mechanism**
October 19-21, 2022
AgriCOOPh, Agritererra, USAID
- + **The Compliance Management Network**
February 9-10, 2021
Rural Bankers Association of the Philippines
- + **Introduction to PFRS 9**
March 12-13, 2021
Rural Bankers Association of the Philippines
- + **Risk-Based Compliance Program**
July 29-30, 2020
Rural Bankers Association of the Philippines
- + **AML-CFT Regulatory Framework (BSP Cir. 706 as amended)**
June 22, 2019
Rural Bankers Association of the Philippines and Bangko Sentral Ng Pilipinas