



EMMEA ANNE R. GALLARDO

About Me

I am an experienced Service Assistant with a well developed skills in a banking industry. I am a hard working, self-motivated, and responsible individual with excellent time management skills. I am reliable and dependable and able to work with less supervision, if needed. I'm willing to learn and undertake new challenges.

☎ +971 58 875 5192

✉ eargallardo@gmail.com

📍 Hor Al Anz, Deira, Dubai,
United Arab Emirates

Education

Notre Dame of Dadiangas University

Marist Avenue, General Santos City,
Philippines, 9500

Bachelor of Science in Business Administration

Major in Management Accounting
2012 - 2017

Skills

- Management Skills
- Creativity
- Critical Thinking
- Leadership
- Oral and Written
Communication Skills

Experience

Bank of the Philippine Islands (BPI) **Fulfillment Service Assistant - Level B**

January 01, 2018 - January 31, 2024

- Facilitated post-approval transactions – loan documentation, collection of fees, implementation of credit facilities (term loans and credit lines) and etc.
- Accommodated trade and non-trade transactions of our corporate and individual clients
- Identified lacking documents and reviewed all the necessary requirements for line implementation and booking
- Monitored compliance of document deficiencies to Operations Department
- Ensured proper lodging and booking of fees and tagging of accounts through Day 2 checking

BPI Family Savings Bank, Inc. (BFSB) **Marketing Assistant**

August 01, 2017 - January 31, 2024

- Accommodated the business loan applications of various Small and Medium Enterprises (SME) clients in the areas of General Santos, Sarangani, and South Cotabato, Philippines
- Assisted the Account Officer on communicating and monitoring the client in complying business loan requirements
- Ensured the authenticity and completeness of documents upon submission to the Account Officer
- Facilitated the routing of approval to Credit Department
- Prepared the loan documents that are necessary for the loan accommodation and client signing
- Implemented various credit facilities

References

Mr. Alexis C. Chua

BPI / Assistant Manager

Phone: +63908 814 8991

Email: iamalexischua@gmail.com

Mr. Jose Mari H. Salgado

BPI / Manager

Phone: +63917 169 6979

Email: jmhsalgado@gmail.com