




# KIMBERLY Delos Santos

Marketing  
Management

## CONTACT ME

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## EDUCATION

**Major in Marketing Management**  
**University of Caloocan City**  
2016-2020

**Maria Clara High School**  
JXXP+856, 8th Avenue E, East Grace Park,  
Caloocan, Metro Manila  
2010-2014

**Bagong Buhay G. Elementary School**  
Barangay Citrus Area G. Sapang Palay Bulacan  
2006-2010

## SKILLS

- Strong attention to details and instructions.
- Proficient in Microsoft Office.
- Able to work individually or in a team.
- Quickly to learn and Adapt new Environment/situation.

## WORK EXPERIENCE

**Loans Booking and Releasing Associate** 2021-2024  
**Bank of Makati I 44 Sen Gil Puyat, Makati, 1234 Metro Manila**

- \*Answering Phone Calls
- \*Customer Service
- \*Review Loan Documents
- \*Preparing Reports ( HGC Report, AMLA, Weekly Transactions, BSP Report, DST Report )
- \*Booking in the finacle system
- \*Preparing Credit Memo
- \*Preparing Loans and Disbursement Slip

**Administrative Assistance**  
**JES Aircon and Refrigeration Services I 1000 U.N Avenue ppl building paco manila**

- \*Creating Quotation
- \*Preparing Bookings for Cleaning services of Aircon
- \*Collecting Payments
- \*Offering services to Clients (Cleaning Aircon and Repair
- \*Answering phone calls (Complains, Feedback, Comments)
- \* Creating/Uploading Ads,Poster on Social Media Platforms

## REFERENCES

**Fermilette G. Gutierrez**  
Loan Department 2 I Bank of Makati  
**Phone:** 0939-936-2908

**Elace Mae Sabariza**  
HR, Associate I Bank of Makati  
**Phone:** 0939-790-5222

**Catherine Mae Dimarucut**  
Loans Booking and Releasing Associate I Bank of Makati  
**Phone:** 0909-704-3612