



KIMBERLY Delos Santos

Business
Administration

PERSONAL INFORMATION

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AL ANZ, DIERA DUBAI

✉ kimberlydelossantosc@gmail.com

☎ 050 232 0753

Nationality: Filipino

Birthdate: April 17, 1999

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 Assistant 2021

**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

Intern 2019

Landbank of the Philippines I Mabini street Caloocan City

- *Organize the file of the Clients in order
- *Assist Customers concern
- *Input the personal details of the client in the data system
- *Faxing/Scanning the data of the Client