



MARY GRACE GALLO

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SUMMARY

Detail-oriented and responsible professional with total of 5 years of work experience. I have worked in financial services, real estate marketing, and administrative roles. Skilled in cash handling, KYC and AML compliance, documentation, and customer service. Proven ability to manage transactions efficiently, verify client records with due diligence, and communicate effectively in high-paced environments.

WORK EXPERIENCE

Invoicing/ Cashiering, VIC Imperial Appliance Corp. May 2019 – Mar 2021

- Prepared invoices and billing statements using SAP System.
- Assisted the cashier with receiving payments, issuing official receipts, and balancing daily cash transactions.
- Maintained accurate filing of financial documents including invoices, receipts, and sales records.
- Contributed to end-of-day financial reporting and cash reconciliation.
- Handled customer inquiries regarding billing concerns, payment terms, and order status.

Sales Officer, Asialink Finance Corp. (Financing) May 2024 – Oct 2024

- Promote and sell loan products in Car Mortgage, Real Estate Mortgage and Car Financing
- Conducted KYC procedures to validate client identity and ensure regulatory compliance.
- Applied AML practices to detect and prevent fraudulent or suspicious transactions.
- Assessed and verified loan application documents such as valid IDs, income statements, and collateral requirements.
- Coordinated with clients and credit department to ensure timely and accurate loan processing.
- Maintained detailed client records and ensured all documentation was complete and filed according to company standards.

Project Marketing Officer, VISTA Land Group (Real Estate) Sept 2021 – Mar 2024

- Presented housing projects to prospective clients
- Prequalified clients for housing loans
- Created digital content and managed social media accounts
- Designed marketing materials for promotions

EDUCATION

Bachelor Degree in Business Administration in Finance Mgt. 2015-2019
St. Mary's College of Tagum

TRAININGS

- **"AML Training"** by Asialink Finance Corporation
- **"Data Privacy Act and Confidentiality"** by Asialink Finance Corporation
- **"Internship Trainee Accounting Department"** with Landbank of the Philippines
- **"Completed SAP Business One Training Course"** with SMCTI
- **"Risk Management in Finance"** by Asialink Finance Corporation