

# ALVIN MARTIN

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📍 Al Satwa, Dubai, UAE



## OBJECTIVE

Experienced Bank Employee for more than 12 years assigned in different departments with a solid knowledge of providing the best for the clients in meeting their needs with regards to the products and services offered by the bank. Seeking a challenging position and a workplace fully utilize my learnings and experiences maintaining a high standard and good relationship with clients and ensures their financial goals and transaction are met.

## EXPERIENCE

### **BDO NETWORK BANK, INC. (PHILIPPINES)**

#### **JUNIOR ASSISTANT MANAGER - 2022- 2024**

- It's my responsibility to oversee the operation everyday covering Cash, New Accounts/Marketing, Accounting and prepares Daily Fund and Monthly Reports. As part of my job, I also do cross selling pertaining to the other products and services of the bank such as insurance, credit cards and loans (salary & personal).
- As a frontline worker, it's my duty to address the issues and concerns of our customers pertaining to their needs to avoid any conflict and serve them to the utmost care.

#### **LOANS SPECIALIST - DepEd & Non-DepEd - 2015 - 2023**

- Process the loan of borrower once done in computation & requirements are validated
- Release the loan and credit it to the borrower account.
- Prepare daily, weekly & monthly reports and billing reports.

#### **CASH TRANSFER SPECIALIST/TRAVELLING TELLER**

**- 2013 - 2015**

- Present - Delivery and Transfer of cash (Peso or Dollar) to and from branches, depository branch and BSP.
- Deposits Pick up and Cash Delivery to clients, proper documentation and recording of all cash transfer transactions, withdrawal or cash assistance from commercial bank/s representative for cash verification of BSP cash deposit transaction.
- Reports any excess of CIT to branch operation officer/CAS Head.

#### **NEW ACCOUNTS/TELLER - 2012-2015**

- Process standard teller transactions operations including opening of account after securing and validating requirements, accepting cash deposits and withdrawals, bills payment, check encashment, manage cash discrepancies and end-of-day balancing.

## EDUCATION

**ATENEO DE DAVAO UNIVERSITY,**  
(SCHOOL OF BUSINESS &  
GOVERNANCE - DAVAO  
PHILIPPINES )

#### **Master of Science in Commerce**

- Major in Management  
Accounting - Batch 2010

**St. John Learning Center, Inc.**  
(Tacurong City, Philippines)  
**High School - Batch 2006**  
**Class Valedictorian**

**Palumbi Elementary School**  
(Lambayong, Philippines)  
**Elementary School - Batch 2002**  
**5th Honorable Mention**

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## LANGUAGES

- English
- Tagalog

## **TRAININGS/SEMINARS**

**AML 102, AML REFRESHER COURSE AND CUSTOMER ACQUISITION POLICY, AML 103-AML UPDATED TOPICS: CIRCULAR 706 AML UPDATED RULES AND REGULATIONS RA NO. 10365 & RA NO. 10167 (ONE NETWORK BANK-DAVAO CITY)**

FEBRUARY 19, 2014

**ANTI-MONEY LAUNDERING ACT OF 2001 & TELLER TRAINING PROGRAM (ONE NETWORK BANK)**

JANUARY 11-20, 2012

**SAP BUSINESS ONE PROGRAM (ATENEO DE DAVAO UNIVERSITY)**

JUNE 2009- MARCH 2010

**JPMAP (JUNIOR PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES)**

NOVEMBER 27 & 28, 2009

9<sup>TH</sup> National Youth Summit Participant - Island Cove Hotel & Leisure Park, Binakawan, Kawit Cavite)

## **REFERENCE**

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**Atty. Fidel M. Valdez, CPA, MBA**

Professor: School of Business & Governance, Ateneo De Davao University

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**Ms. Marialuz C. Burata**

Assistant Manager: BDO Network Bank, Inc.

Phone: +639638381997

**Ms. Richelle R. Dalisay**

Area Operations Officer: BDO Network Bank, Inc.

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