

Jaypee Esnardo

PROFESSIONAL SUMMARY

I am a highly motivated individual who is organized, resourceful, and flexible. My strength includes the ability to learn quickly with less supervision, can work under pressure, and a team player. I am also a hardworking person who always strives to work smart and is always willing to embrace changes for the betterment of the organization. And for over 12 years of work experience, I have developed strong enthusiasm and dedication toward providing customer service.

WORK EXPERIENCE

Jr. Credit Investigator and Appraiser - March 2022 – August 2023 **First Standard Finance Corporation**

- Evaluates loan application requirements
- Conduct credit investigation on the applicants
- Appraised unit collateral of the applicant
- Submitting reports for the findings on the applications

Freelance Agent – January 2022 – August 2023 **Megatitan Corporation**

- Market and selling brand new Heavy Equipment's and Trucks.
- Explaining to the clients the In-house financing policy of the company
- Assisting the clients what financing company available if they are not qualified for the In-house financing.

Credit and Collection Investigator – April 2017 – November 2021 **Radiowealth Finance Company, Inc.**

- Conduct credit investigation on the new and old applicants
- Monitoring new and old account to avoid overdue accounts.
- Determining delinquent accounts which are need for remediation and collects payment if possible.
- Handled big ticket accounts (cars, trucks and real estate) and micro loans (motorcycle and SME loans)
- Dealer's visit for marketing.

Loans Clerk – September 2014 – March 2017 **Radiowealth Finance Company, Inc.**

- Accommodates walk-in and referred clients. (Inquiries about the services given by the company)
- Handles all documents and clerical works
- Making daily and monthly reports based on the booked accounts.

Outlet Head – October 2010 – November 2012 **Inknow! Corporation**

- Assisting co-workers especially new personnel on how to accommodate customers on their inquiries and needed products.
- Motivates the subordinates to do well in their job and maintains the good customer service that the company provided
- Supervising the branch store to achieve quota
- Making daily reports and ensure the safe keeping of cash transactions.
- Monitors the inventory of the store items

PERSONAL INFORMATION

Date of Birth: April 5, 1990

Nationality: Filipino

Civil Status: Single

Gender: Male

Visa Status: Visit Visa

Languages: English, Tagalog



MY CONTACT



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Dubai, UAE

EDUCATION

2006 – 2010

Bachelor of Science in Commerce
major in Management
Notre Dame of Marbel University
Koronadal City, Philippines

SKILLS

Microsoft Office	<div><div></div></div>
Administrative and Clerical	<div><div></div></div>
Critical Thinking	<div><div></div></div>
Risk Management	<div><div></div></div>