

**NITURA, JEFFREY F.**

**33, Male**

Pilapilan, Yati, Liloan, Cebu

E-mail Address: jephnitura@gmail.com

Cellphone #: 0929-190-3539



---

**OBJECTIVES:**

Seeking for a position where I can my apply my previous education and work experience in a progressive company that provides growth and opportunity to capitalize my technical and leadership skills and abilities in the fields of information technology, graphic designing, data analysis, data entry, administration and credit analysis.

**WORK EXPERIENCES**

**CREDIT COMMITTEE (CREDIT OFFICER)**

**Asialink Finance Corporation – April 1, 2023 – Present**

- Evaluate loan applications, credit worthiness, analyze risks and approve or reject loan request.
- Reviews and analyze financial statements, credit statements and other associated information accompanying a loan application
- Assess client's financial status, monitor and approve credit limits, provide analysis and recommendations
- Making decisions on loan requests that go beyond the authority of sales approvers or other needs that require special attention.
- Reviews the requests and relevant information to determine how to proceed.
- Reviewing the credit on maturing loans and directing collection efforts on past due loans.

**CREDIT INVESTIGATOR / ACCOUNT OFFICER**

**Asialink Finance Corporation – January 25, 2021 – March 31, 2023**

- Perform credit analysis of clients to decipher their financial status as well as their ability to make complete and regular repayment of loans before extending finance to them.
- reviewing credit applications, undertaking background checks, and investigating credit standings
- Assume the lead role in credit approval process performing direct analysis, due diligence, and credit presentations. Underwriting and executing loan structures and serving as a primary contact on credit portfolio
- Regularly hitting 100% up to 400% production/release target per month

**BRANCH ADMIN**

**J&T Express – August 07, 2020 – January 07, 2021**

- Monitor processing of all branch transactions and prepare reports for all return goods and assist Quality Improvement team to enhance all services and prepare all required paperwork for same
- Develop and maintain effective relationships with all clients and staff
- Provide technical support to all branch activities and maintain professional relationships with all customers to resolve their issues
- Perform administrative and technical tasks: Submit timely reports and requisitions on the branch
- Manage phone calls and correspondence; Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage the supplies coming in and out of the branch; oversee the day to day transaction of the branch
- Monitor the status of all the parcels shipped
- Prepare and make receipts on the items to ship

### **DATE ENTRY SPECIALIST (TRANSACTION PROCESSING ASSOCIATE)**

#### **ACCENTURE, INC – March 2017 – September 2019**

- Perform core business process transactions including data entry, data capture and data verification according to standard delivery solutions
- Entering data into database software and checking to ensure the accuracy of the data that has been entered
- Conduct detailed investigations with accuracy, completeness and integrity of the data
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Respond to inquiries of Clients, Group Contact and Sales Representatives through correspondence

### **SUBJECT AREA COORDINATOR/TEACHER / COMPUTER LABORATORY OIC / GRAPHIC ARTIST**

#### **LA CONSOLACION COLLEGE LILOAN – November 2013 – February 2017**

- Computer Teacher (Comp. Graphics, Basic Computer Skills for JHS)
- Evaluate and monitor the learning materials in the Area
- Supervise, observe and assess the performance of the teachers in the Area
- Maintain the computer laboratory and accommodate the needs of the learners with regards to computer
- Create layouts and designs for school ID, programs, invitation, yearbook, magazine, tarpaulins, fliers and posters in and out of the school

### **RESEARCHER / QUALITY ASSURANCE - ON-THE-JOB TRAINING**

#### **Smart Traffic SEO, Inc. - March 21 – June 07, 2013**

- Research and collate different websites with Guest Blog Post, Write For Us modules under different categories (Car Rental, Foods, Advertisements etc.)
- Check and visit websites researched by fellow researchers if the websites gathered allow free of posting articles
- Validate collated websites and generate the number of percentage they allowed to posts articles for free

### **STUDENT ASSISTANT**

- La Consolacion College – Liloan - May 02, 2011 – October 30, 2013
- Assumpta Academy - March 18, 2009 – March 30, 2011

### **CERTIFICATES AND AWARDS RECEIVED**

- Certificate of Eligibility – Passed June 09, 2023  
Career Service Professional Examination with a rating of 81.64% by the Civil Service Commissions
- Certificate of Participation – Trainer/Coach – January 29, 2016  
2015 Battle of ICT Wizards Regional Finals
  - ✓ Champion – Applications Programming – Visual Basic
  - ✓ Champion – Animation Using Adobe Flash
  - ✓ 1<sup>st</sup> Runner Up – Brochure Making Using Adobe Photoshop
- Best BSIT Practicum (Best in OJT) – March 22, 2014  
Smart Traffic SEO, Inc
- Microsoft Office Word and PowerPoint Specialist – Passed March 2010  
Microsoft Office Specialist Official Certification

### **SKILLS SET / STRENGTHS**

- ✓ Credit Analysis, Administration, Data Entry Specialist, Graphic Artist
- ✓ Proficiency in Adobe Photoshop, Microsoft Office Applications
- ✓ Strong data interpretation skills and ability to work in numbers, attention to details
- ✓ Hard-worker, Flexible, Positive Attitude, Reliable and Dependable
- ✓ Highly organized, efficient and can work with minimal supervision

