

Al Barsha,
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United Arab Emirates

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JERYL CELIZ MAGHARI

Career Objectives

- To be able to impart my skills and talents in a more challenging and reputable organization that allows room for over – all development of its workforce.

Summary of Qualification

- Experienced Field Credit Investigator
- Well-trained Data Entry Operator
- A very good team player who can manage and adapt to drastic changes
- Excellent attitude to work cooperatively and harmoniously with others.
- Good communication skills both in oral and written English.
- Ability to work under pressure.

Work Experiences

FEB 2018 – OCT 2023

**CREDIT INVESTIGATOR/CASHIER /FILING CLERK
RADIOWEALTH FINANCE COMPANY INC.
Surallah, South Cotabato, Philippines**

- Utilized clients' financial history, credit ratings, and credit scores to ascertain the probability that the loan will be repaid by the applicant.
- Responsible for performing 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.
- Resolved customer complaints, guide them and provide relevant information
- Reconciled cash received versus official receipt issued and report any discrepancies
- Entered paperwork into an electronic system either by data entry or by using optical scanners
- Checked incoming paperwork (correspondence, invoices, etc.) and make copies before distributing.
- Prepared invoices and post customer payments into individual sub-ledgers.

2016 - 2017

**SALES ASSOCIATE / CASHIER / DATA ENTRY
Botica Mia Pharmacy
Koronadal City, South Cotabato, Philippines**

- Welcomed customers to the store and answer their queries
- Remained knowledgeable on products offered and discuss available options
- Reconciled cash received versus official receipt issued
- Generated reports, store completed work in designated locations and perform backup operations
- Sorted and organized paperwork after entering data to ensure it is not lost.
- Scanned documents and printed files, as needed
- Operated POS and Inventory database locator

ELIGIBILITIES

- Credit Investigator Certificate
- Computer Hardware Services National Certificate II

EDUCATION

2013-2017

Bachelor of Science in Information Technology
Marvelous College of Technology, Inc.
Koronadal City, South Cotabato
Philippines

2003-2007

Secondary Education
Notre Dame of Surala
Surallah, South Cotabato
Philippines

Personal Information

Age : 33 years old
Civil Status : Single
Visa : Tourist
Religion : Roman Catholic
Personal References : Available upon Request