

# PROFESSIONAL EXPERIENCE



**Rochelle S. Limbo**

## PROFILE

Experienced professional proficient in administrative work, sales, and loan processing. Skilled in multitasking, prioritization, and customer service to streamline operations. Known for exceptional customer service and building strong client relationships. Seeking new opportunities to leverage expertise and drive for success in a challenging role.

## ADDRESS AND CONTACT

Hamdan St., Abu Dhabi, UAE  
+971567990685  
[chelle063limbo@gmail.com](mailto:chelle063limbo@gmail.com)

## PERSONAL INFORMATION

Nationality : Filipino  
Date of Birth : June 3, 1999  
Marital Status : Single  
Passport Number : P2147744C

\*Visit visa valid until April 7, 2024

### ACCOUNT PROCESSOR/LOAN OFFICER

#### **Rural Bank of Bayombong**

*Bayombong, Nueva Vizcaya, Philippines*

*May 2022 to September 2023*

- Prepare and process loan files of clients and submit them to the bank head office for approval.
- Assess and verify client's credit capability based on their estimated net worth for loan application.
- Process clients credit application and submit loan documents to head office for approval.
- Process contracts for approved loans and sends to the bank teller for releasing.
- Process loan payments and computes for interests, insurance, service charges and applied to principal.
- Submission of processed loan documents to the Central Bank of the Philippines.
- Prepare weekly and monthly loan portfolios.

### SALES AND ADMIN OPERATIONS OFFICER

#### **DM Prime Motors**

*Brgy. 2, San Mateo, Isabela Philippines*

*July 2020 to May 2022*

- Process customer orders and prepare sales invoices.
- Calling potential customers to encourage purchase of company products.
- Answering customers' inquiry relating to products and escalating complex issues to management.
- Conducts inventory count whenever products are replenished.
- Conducts year-end inventory for financial reporting.
- Bookkeeping of accounting records relating to sales journal and purchases journal.
- Assists in Tax Compliance for filing and payment.
- Conducts checking of customer receivable and follow up on long standing accounts.
- Encoding of Stock Keeping unit (SKU) in the system for updating of price list and inventory in the system.
- Audit sales invoices to verify correctness of price per product and total amount invoiced.
- Filing of documents like Purchase Invoices and Sales Invoices for record keeping.
- Processing of payroll and payment of employee benefits.
- Process annual business permit renewal.
- Reliever as cashier in the store whenever needed.
- Any ad hoc tasks that may be required by owners from time to time.

**KEY SKILLS:**

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- ❑ Microsoft Office (Excel, Word, PPT)
- ❑ Data Entry (Sales, Purchase Invoice, Inventory)
- ❑ Sales Invoicing
- ❑ Purchase Order Requisition
- ❑ Attention to details
- ❑ Hardworking and willing to learn
- ❑ Flexibility and Time Management

**EDUCATION AND CERTIFICATION**

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**University of La Salette, inc.**

Bachelor of Science in Business  
Administration major in Human Resource  
Development Management

**CHARACTER REFERENCES:**

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\*Available upon request.

**OFFICE CLERK****National Food Authority of the Philippines – Region 2**

*Santiago City, Philippines*

*October 2019 to May 2020*

- Manage data entry and data validation (sales, purchases and inventory)
- Manage warehouse reports for daily purchase of rice grains.
- Monitoring of available stock of sacks for every warehouse and process replenishment if needed.
- Encoding in the system for the acquisition of rice grains and sales of rice.
- Filing of documents such as warehouse reports.
- Submission of required reports to the finance department.
- Any ad hoc tasks that may be required by an immediate supervisor.