



# FERD JOEFREE VICTORIA

FINANCE & ACCOUNTING  
ASSOCIATE

## PROFILE

Processing auto loan applications for more than 3 years. Checking the worthiness of all requirements submitted meticulously in the most efficient way.

## CONTACT

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- 📍 Taytay, Rizal Philippines 1920

## SKILLS

- MS Office Skills
- Detail-oriented
- Multi-tasking Skills
- Critical Thinking
- Active Listening
- Communication Skills

## EDUCATION

### SECONDARY SCHOOL

Juan Sumulong Memorial Junior College

2013 - 2015

Siena College of Taytay

2011 - 2013

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN FINANCIAL MANAGEMENT

Cainta Catholic College

2015 - 2019

## EXPERIENCE

### FINANCE & ACCOUNTING ASSOCIATE (ACCOUNTS RECEIVABLE)

Welcome Bank Rural Bank Inc.  
2023 - present

- Ensure that clients are properly billed and resolve account discrepancies
- Monitor the inflow of funds from clients and record transactions to help company review and assess its revenue and profit
- Maintain Customer accounts, work with a billing system generating invoices, collect payments, post receipts in timely manner, secure revenue, and apply fair credit practices

### AUTO LOAN OFFICER

ANC Group of Companies - Suzuki Car Dealership  
2019 - 2023

- Responsible for sending out daily reports for release
- Concludes week end sales incentives & commissions
- Monitors proceeds collected bi-monthly
- Reviews authenticity of documents submitted for auto loans
- Updates job knowledge on different types of loans and changes in the standards

### ACCOUNT AUDITING

Rural Bank of Cardona  
2018 - 2019

- Auditing closed and stagnant accounts
- Sending daily reports to executives
- Responsible for all bank transaction requirements like cash deposit or withdrawals
- Handles cash, cheques and other financial documents
- Updating client via email or phone for account or payment lapses