



JOHN PATRICK D. ABANILLA

Matar Qadeem, Doha, Qatar

CORE COMPETENCIES:

- Customer Service
- Detailed and Organized
- Compliance and Monitoring
- Sales
- Public Speaker
- Personable & Professional at all times
- Inventory and Records management
- Procurement

CONTACT

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EDUCATION:

College: **De La Salle University Dasmariñas**, 2007-2012

COURSE: **Bachelor of Science in Business Administration Major in Business Management**

Secondary: **Saint Michael College of Laguna**, 2003-2007

Primary: **St. Therese Learning Center**, 1997-2003

VISA STATUS

- Working visa -with QID valid until 2025
- NOC available upon request

WORK EXPERIENCE:

Kareila Management Corp., Admin Assistant – Buyer/Purchaser (Laguna, Philippines)

November 9, 2021 – June 7, 2024

- Ensure the Right quality and right quantity of the product.
- Respond to all urgent request from other department and also request from all stores if we need to have an additional purchase order before we ran out of stock.
- Oversaw the item on hand from Distribution center (Warehouse) and S&R store to avoid overstock and out of stock.
- Secure weekly inventory of the products to have a correct and accurate orders for the coming week.
- Monitoring of orders to be fulfill by the supplier, and once received provide to the other department to allocate the right quantity per store.

Manulife Chinabank Life Assurance Corp., Financial Sales Associate/Financial Advisor (Makati City, Philippines)

February 6, 2019 - February 28, 2021

- Consult with clients to determine financial needs and goals and develop growth plans.
- Help client to have an investment and life protection for their future.
- Worked closely with key bank personnel on the development and success of the investment program and its integration with other services provided to bank clients.

PNB Savings Bank, Compliance and Monitoring Specialist (Makati City, Philippines)

August 16, 2017 – February 5, 2019

- Reviewing of all collateral documents such as titles, Tax Declarations and Tax clearance for compliance.
- Preparing of Clearance for all fully settled accounts and regarding released of the collateral documents.

East West Banking Corporation, Customer Service Representative (Makati City, Philippines)

November 16, 2012 - April 20, 2017

- Answer customer calls regarding credit card and ATM concerns.
- Providing clients needs by helping to resolve issues and providing better option on payments and offer other products and services.
- Developed highly empathetic client relationship and earned reputation for delivering exceptional customer service.

SKILLS:

- Advance knowledge in MS Word, MS Excel and MS Power Point.
- Undertakes clerical duties such as Filing, Sorting, Encoding and Reviewing of some Documents.
- Handle calls regarding credit card, atm and other bank processes.
- Knowledge in Registration of Collateral documents in Housing Loan and Motor Vehicle Loan.
- Handle Housing Loan and Motor Vehicle Loan for compliance and monitoring
- Supply Inventory measuring
- Purchasing report (Purchase Order)
- Inventory Management