



PELLIP JAY PEVIDA RADAZA

997 Blk. 03 Lot 19 Cristo Rey Village Phase II Mag-ugpo West, Tagum City, Davao Del Norte

Career Objective : To obtain a position where I can contribute my skills and experience while continuing to grow professionally by taking greater responsibility.

Cellphone Number : 09070782126

Email Address : phellipjay@gmail.com

Skills and Qualifications

- Auditing and financial analysis
- Strong communication skills
- Proficient in Microsoft Office (Word, Excel, etc.)
- Problem-solving and critical thinking
- Detailed-oriented and highly responsible
- Honest and trustworthy

Work Experience:

Universal Teller/Client Service Associate

East West Banking Corporation – Tagum Store

Gaisano Arcade, Apokon Road, Lapu-Lapu Extension, Brgy. Visayan Village Tagum City, Philippines

September 2023 – Present

- Handle client transaction efficiently and accurately.
- Provide customer service and banking assistance.
- Ensure compliance with bank policies and procedures.

Client Service Staff/ Account in Charge

Rural Bank of Compostela – Tagum Branch

Zafra Highway Apokon Road Tagum City

October 2021 – September 2023

- Manage client accounts and transactions.
- Assisted in daily banking operations.
- Maintained customer relationship.
- Credit Analysis: Reviewing financial statements, credit reports, and credit scores to determine the likelihood of repayment and overall creditworthiness.
- Background Checks: Conducting thorough investigations into applicants' financial history, character, and business operations, including on-site inspections and verification with other banks or agencies.
- Risk Assessment: Recommending risk ratings, performing due diligence, and presenting findings to management or lending officers to support informed credit decisions.
- Documentation and Reporting Preparing detailed credit investigation reports, maintaining accurate records, and ensuring compliance with internal policies and regulatory standards.
- Loan Processing Support: Assisting in underwriting, executing loan structures, and serving as a primary contact for credit-related inquiries.

Accounting in Charge

Rural Bank of Compostela – Tagum Branch

Zafra Highway Apokon Road Tagum City

March 2021 – October 2021

- Oversaw accounting processes and reports.
- Ensured accuracy of financial records

Audit Staff

Rhean Group of Companies – Tagum Main Office

Lapu – Lapu Street Tagum City

February 02, 2016 – January 10, 2020

- Conduct audits and financial reviews.
- Identified discrepancies and ensured compliance.

On the Job Training (Accounting Department)

First Tagum Rural Bank Incorporated (Tagum Public Market Branch)

Accounting Department

July 7, 2015 – September 21, 2015

Sales Associate (SPES Program)

JHG Trading Incorporated (J.S. Gaisano Mall)

Quarantine II Street Tagum City

April 24, 2012 – May 28, 2012

Educational Attainment**Course:****Bachelor of Science in Business Administration**

Major in Financial Management

University of Mindanao – Tagum Campus

June 2012 – October 2015

Teacher Certificate Program

Iqra Development Academy, Inc. – Tamparan, Lanao del Sur

Class - April 2026

Recent Seminar and Trainings:

- The Bangko Sentral Ng Pilipinas Facility Visitation Tour and Seminar
Bangko Sentral Ng Pilipinas Activity Area, E. Quirino St., Davao City
December 16, 2011
- Finance Literacy Caravan Davao 2014 “Jump – Starting your Own Investment”
GMall Cinema 4, J.P Laurel Ave., Bajada, Davao City
November 29, 2014
- Entrepreneurship For Graduating Students Seminar (Department of Trade and Industry)
University of Mindanao Tagum College, AVR 1
September 09, 2015
- Doing Business and Beyond: A lecture on RA 7394 for Graduating Business Administration Students (Department of Trade and Industry)
University of Mindanao Tagum College, AVR 1
September 09, 2015
- Pre – Employment Seminar for Local Applicants (PESLA)
Freedom Park Tagum City
September 23, 2015
- Credit Investigation and Quality Investigation
Rural Bank of Compostela (Main Office)
September 15, 2021
- Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Fundamentals
Webinar for Covered Persons
August 23, 2022

Affiliations:

- Junior Confederation of Finance Associations – Philippines (JCFAP)
- Junior Financial Executives of the Philippines (JFINEX)

Personal Data:

Date of Birth : September 01, 1993

Gender : Male

Civil Status : Married

All information given is true and correct

PHELLIP JAY P. RADAZA

Applicant