



LOUIS AZEL. B MORTEL

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OBJECTIVE

Seeking a position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible.

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint and Access), Satisfying knowledge in Computer Programming, database handling/ monitoring and project monitoring. Basic knowledge in fundamental functions and troubleshooting of computer.

PERSONAL DATA

Born on June 26, 1993 at Muntinlupa City. Single, Filipino citizen, Christian. Above-average communication skills. Flexible, people-oriented, dependable, analytical, innovative and hardworking. Can work under pressure with minimal supervision.

EDUCATION

Pamantasan ng Lungsod ng Muntinlupa

B.S. Computer Science

2009-2014

WORK EXPERIENCE

Department of Energy

Science Research Specialist I

November 2019 – Present

- Manage, monitor, and ensure timely implementation of assigned NIHE Projects, and provide status reports as required
- Develop, update real-time information system and provide technical assistance in TEP and NIHE Projects
- Respond to inquiries through phone communication, letters, reports, and/or memorandas
- Conduct the development of a database and information system on ER 1-94 Funds for COVID-19 Response for the management and monitoring of the implementation of DC2020-04-0008
- Conduct the allocation of electrification funds for the ER 1-94 Funds for COVID-19 Response

- Conduct of nationwide information, education and communication campaigns on the execution, implementation and developments on ER 1-94
- Conduct technical inspections of completed ER1-94 and NIHE Projects and prepares corresponding technical reports
- Coordinates with various government agencies, LGUs, academe, NGOs, private sector and other stakeholders and on matters related to the above enumerated functions.

Science Research Specialist I (Job Order)

August 2018 – October 2019

- Assists in the project management of Nationwide Intensification of Household Electrification (NIHE) project but not limited to the following specific tasks:
 - A. Verification of completeness and evaluation of NIHE project proposal of Distribution Utilities
 - B. Preparation of document for endorsement and approval of authorized signatories
 - C. Preparation of Memorandum of Agreement (MOA) and its transmittal to concerned offices
 - D. Transmittal of documents to NIHE stakeholder
 - E. Document monitoring/ tracking from concern offices
- Assists in the coordination of stakeholders for the implementation and monitoring of NIHE projects
- Assists in managing the NIHE databases

United Coconut Planters Bank

Sales Associate

November 2015 – January 2018

- Main function of a Sales Associate is opening of accounts
- Explains, promotes and sells bank products such as savings and current accounts, time deposit, savings bond, etc.
- Carry out special services such as ordering bank cards and checks
- Compute financial fees, interest, and service charges
- Handles inquiries of clients, including complaints and gives appropriate action and solution of any complaint

Bank Teller

August 2014 - October 2015

- Processes customer transactions concerning bank products
- Collects loan and utility payment
- Responsive to customer need, ability to identify the problem and resolve with consultation from supervisor
- Performs clerical tasks such as typing, encoding and filing

ELIGIBILITY

Civil Service Professional Eligibility

April 2016

TRAININGS AND SEMINARS ATTENDED

Basic Occupational Safety and Health
Programming for Intermediate Users using Python
Basic Finance Training

October 2022
 September 2022
 June 2022

<u>Communication for Improved Work Performance</u>	July 2019
<u>Senior Teller and Sales Associate Briefing</u>	March 2017
<u>Sales and Marketing Guidelines for Financial Products Briefing</u>	October 2016
<u>Sales Excellence</u>	August 2016
<u>Unit Investment Trust Fund Certification</u>	August 2016
<u>Anti-Money Laundering Refresher Course</u>	June 2016
<u>Tellers' Briefing</u>	June 2015
<u>Mock Up Training Program</u>	December 2014
<u>Signature Verification Workshop</u>	December 2014
<u>Personal Branding Powered by Image and Civility</u>	December 2014
<u>Counterfeit Detection Workshop</u>	November 2014
<u>Filipino, Sino ka sa harap ng Computer</u>	December 2013
<u>Cloud Computing Seminar</u>	December 2013
<u>Game Career Talk</u>	February 2013
<u>Smarter World</u>	January 2013
<u>MCTI TESDA Computer Programming</u>	April 2012
<u>Science and Technology Seminar</u>	February 2009

CHARACTER REFERENCE

Marc Louie L. Olap

OIC-Division Chief

EPIMB-REAMD

Contact Number: 0917 590 6341

Sherwin J. Adeva

Supervising Science Research Specialist

EPIMB-REAMD

Contact Number: 0917 559 4548

Sarah Puertollano

UCPB Branch Manager

Contact Number: 0998 842 5184