

Arden John B. Sarmiento

SMDC Jazz Residences Tower B
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Objective: A hard working individual looking for a responsible position in Finance to gain practical experience

CERTIFICATIONS

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| 2019 | Completed Level 2 Innovative Planning
I was certified by Toastmasters for achieving level 2 Innovative Planning |
| 2018 | Certified Six Sigma White belt
I was certified for my Macro-based automation project to eliminate error and improved processing time by 67% in encoding of manual payments in our team. |
| 2017 | Passed Fundamentals of Financial Services (CISI)
Test score: 93% (28/30) |
| 2017 | Microsoft Intermediate Excel Training
Informatics Institute Makati |

EDUCATION

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| 2012-2016 | DE LASALLE UNIVERSITY, TAFT MANILA
Bachelor of Science in Management of Financial Institutions 2016 |
| 2008-2012 | DIVINE LIGHT ACADEMY MOLINO
High School Diploma, March 2012. Awards: Loyalty Award |

WORK EXPERIENCE

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| 2019 | ADVEN DREAM TRAVEL & TOURS, Business Development Associate
Family business, help the owner to organize Visa for our customers
And implement ideas that will improve the business. |
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- 2018-2019 **S&P GLOBAL MARKET INTELLIGENCE, Financial Modeling Associate**
Developed financial models in MS Excel (by utilizing S&P tools) for internal/external clients to help them in their routine workflow analysis.
- 2016-2018 **ING BUSINESS SHARED SERVICES(INGBSS), JUNIOR PROCESSOR PAYMENTS DEPARTMENT**
Handled different kind of payments (Swift and Internal Payments) from the Netherlands and ensured the quality and quantity of each payments that we processed.

CO-CURRICULAR ACTIVITIES

- 2014-2015 **MANAGEMENT OF FINANCIAL INSTITUTIONS ASSOCIATIONS (MAFIA), JUNIOR OFFICER FOR PUBLICITY**
Participated as a Junior Officer for Advertising and Promotions
Provided publicity materials in promoting activities of the
- 2019 **TOASTMASTERS IAME**
Joined Toastmasters to improve my communication and my public speaking skills

PERSONAL BACKGROUND

Born on May 12, 1995 in Quezon City Philippines. Fluent in English And Filipino. Capable in basic use in Microsoft Programs
Interests: Reading books and learning self-development videos in YouTube. Goal oriented, team player and flexible

REFERENCES:

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