



FERNA-DELIA DIMADIM

magananfernadelia@gmail.com
+639164975007

Present Address:
Raois, Vigan City 2700, Ilocos Sur, Philippines

Basic Information

Age 35	Birth Date Jun 22, 1987	Gender Female	Civil Status Single
Height (cm) 153	Weight (kg) 70	Nationality Filipino	Religion Pentecostal

Work Experience

I have been working for 13.91 years

Aug 2008 - Jun 2022
(13 Years, 10 Months)

Branch Manager 1

Kailian Multipurpose Cooperative
Banking and Financial Services
Suysuyan, Lidlidda, Ilocos Sur, Philippines

***General Supervision and Control** of all management staff of the branch, Approve all request for fund release or disbursement in the branch, approves all withdrawals from savings, time deposits, approves all daily and monthly financial statement of the branch.*

***Ensures Quality Service of the Branch and its Delivery to the Members** , ensures the place and time of business int the branch, see to it that all employees of the branch are courteous, safe, available to help members and report to work on time, attend to complaints in the branch and prompt action is made immediately, ensures proper maintenance and preservation of all vital records and documents.*

***Prepare Plan and Budget of the Branch**, prepare branch plans and target of the whole year, ensures annual budget, recommends policies, SWOT analysis.*

***Implementation of Plans, Policies, Systems and Procedures**, implements to the branch all approved plans, policies and decisions made by the Board of Directors, ensures conduct of internal and external audit in the branch, sees all the branch records and books of accounts are maintained, ensures that the annual plan and targets of the branch will be accomplished.*

***Cost Reduction and Profit Improvement Functions**, prepares monitoring tools of the branch to facilitate consciousness in controlling expenditures within the budget, maintains the branch's operating expenses.*

***Staff Supervision and Development Functions**, recommends promotion, transfer or dismissal of any employee of the branch, Analyze branch employees performance, identifies and reports to the CEO the training needs of the branch employees and recommends appropriate training programs to this effect, exercise disciplinary measures for poor performance, violations of the cooperative policies, rules and regulations in the branch.*

***Monitoring and Evaluation**, monitor financial status of the branch, performance of the employees and branch office, recommends incentive of the staff.*

Educational Attainment

Jun 2004 - Mar 2007

Divine World College of Vigan City

Bachelor's / College Degree
Bachelor of Science in Commerce

Government Documents

Passport**ID Number:** P9965176B**Place of Issue:** DFA ILOCOS NORTE**Date of Expiration:** Mar 05, 2032

Trainings / Seminars

Jun 23, 2022 - Jun 25, 2022	REAL STATE SERVICE TRAINING PROGRAM THE LAS PINAS CITY REAL ESTATE BOARD, INC. VIA ZOOM
Oct 03, 2020 - Oct 10, 2020	Creative Confidence VICTO National CO-operative Federation and Development Center VIA ZOOM
Feb 04, 2020 - Feb 04, 2020	Financial Literacy Seminar Philippines National Bank Vigan Culture and Trade Center, Vigan City, Ilocos Sur, Philippines
Sep 04, 2019 - Sep 05, 2019	Remedial Management LANDBANK Countryside Development Foundation, INC. NSCC Hotel Vigan City, Ilocos Sur, Philippines
Jul 10, 2019 - Jul 12, 2019	Internal Control LANDBANK Countryside Development Foundation, INC. NSCC Hotel Vigan City, Ilocos Sur, Philippines
Aug 16, 2018 - Aug 18, 2018	Risk Self-Assessment LANDBANK Countryside Development Foundation, INC. NSCC Hotel Vigan City, Ilocos Sur, Philippines
Jul 19, 2018 - Jul 20, 2018	Human Resource Forum NATCCO Network Hotel Rembrandt, Quezon City, Philippines
Aug 05, 2017 - Aug 05, 2017	Leadership & Values Re-orientation Nueva Segovia Consortium of Cooperatives NCSS Plaza Hotel and Convention Center, Caoayan, Ilocos Sur, Philippines
Jul 27, 2017 - Jul 28, 2017	Loan Officer and Credit Committee Training NATCCO Network BSA Twin Tower, Ortigas, Madaluyong City, Philippines

Skills

Play Guitar | Microsoft Office

Character References

Ferdinand C. Medina

Former Mayor of Vigan City, Ilocos Sur, Philippines/ Business Man
LandMart Vigan City
09189001111
fernadeliadimadim@yahoo.com

Bernard Antiway

Project Development Officer of Kailian Multipurpose Cooperative
Kailian MPC
094555852
bma_rsa@yahoo.com