

Jeremiah Sison

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OBJECTIVE

Detail-oriented Loan Officer with expertise in data entry and almost 3 years of experience in a financial cooperative. Seeking to leverage strong organizational skills and client service capabilities to contribute effectively to a dynamic team.

CORE COMPETENCIES

- Data Entry Accuracy
 - Problem Solving
 - Team Collaboration
 - Attention to Detail
 - Time Management
 - Reporting and Documentation
 - Document Management
 - Underwriting Support
 - Customer Relationship Management
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TOOLS PROFICIENCY

- Microsoft Excel
 - Microsoft Office
 - Canva Tools
 - Adobe Acrobat
 - Google Sheets
 - Google Workspace
 - Adobe Photoshop
 - Communication Platforms
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EXPERIENCE

LIMAY MULTIPURPOSE COOPERATIVE

Bataan, Philippines

Data Entry Specialist (Loan Officer)

January 2022 - June 2024

- Processed and verified over 300 loan applications, ensuring accuracy and compliance with regulatory standards, leading to a 20% increase in approval rates.
- Maintained detailed records of client interactions and loan documentation, enhancing data retrieval efficiency by 30%.
- Collaborated with loan officers to streamline data entry processes, reducing processing time by 15%.
- Conducted thorough quality checks on loan documents, achieving a 98% accuracy rate in data entry.
- Provided exceptional customer service by addressing client inquiries and resolving issues, contributing to a 90% customer satisfaction rating.

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LIMAY MULTIPURPOSE COOPERATIVE

Bataan, Philippines

Office Clerk

August 2021 - January 2022

- Supported loan officers with administrative tasks, including data entry and document organization, resulting in improved office efficiency.
 - Assisted in the preparation of loan documents and client communications, ensuring timely follow-up and processing.
 - Developed and maintained filing systems for loan applications, enhancing data accessibility and retrieval times.
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EDUCATION

BATAAN PENINSULA STATE UNIVERSITY

Information Technology

College of Information and Communication Technology

2015 – 2020