

# JOHN BENEDICT M. JAVELLANA

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## SUMMARY OF QUALIFICATIONS

- Adept in handling cash transactions, accounts management, loan documentation and providing customer service satisfaction.
- Proactive leader and team player integral to the organization's success.
  - Driven and focused in meeting strategic goals.
  - Proficient in oral and written communication
  - Strong knowledge in basic IT and fundamentals
- Excellent interpersonal skills and highly developed work ethics.

## PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

### **Overall Race Director (Transition Multi-sports Iloilo, Inc.)**

- |  |                   |
|--|-------------------|
| - Salakayan Aquathlon (Miagao, Iloilo) | February 4, 2017  |
| - Paraw Regatta Duathlon (Iloilo City) | February 18, 2017 |

**Governor, BSBA Marketing (University of the Philippines -Visayas) SY 2011 – 2012**

## EMPLOYMENT HISTORY

### **Development Bank of the Philippines (DBP)**

- *Associate Information Security Officer* (Apr 2017 – Jan 2021)
  - Regularly monitors the branch IT system for security and looking out for possible threats and vulnerabilities
  - Constantly checks for updates on anti-virus software for each station
  - Assist the branch's Information Security Officer (ISO) in implementing information security policies of the bank and ensuring the confidentiality of customer data and information
  - Provides IT assistance, security information and awareness within the organization
- *Loans and Credit Officer II* (Jan 2016 – Jan 2021)
  - Focuses on account management, documentation of newly approved accounts, bookings, preserving the relationships, term loan review and a sustained profitable client expansion
  - Undertakes prompt processing and implementation of salary loans, sending of billing notices/demand letters, renewal of credit line, interest rate review, and other tasks related to effective account management.
- *Administrative Services Officer I* (Aug 2013-Dec 2015)
  - Works as roving teller and ATM specialist
  - Responsible in counting, verifying and posting of cash and cheque deposits
  - Maintenance of all ATMs of DBP Iloilo Branch
  - Handles cash transfer from and to Branches and Bangko Sentral ng Pilipinas (BSP)
  - Ensures submission of reports every end of day

## **Bank of the Philippine Islands (BPI)**

(July 2012 - July 2013)

- *Roving teller/ATM Team*
  - Responsible in counting, verifying and posting of cash and cheque deposits
  - Maintenance of all BPI ATMs in Iloilo City
  - Handles cash transfer from and to Cash Hub, BPI branches and Bangko Sentral ng Pilipinas (BSP)

### **PROFESSIONAL TRAINING AND EDUCATION**

#### **SEMINARS/TRAININGS ATTENDED**

- *Information Security and AMLA Training*
  - DBP Information Security Risk Management Department Dec 09, 2018
- *Salary Loan Facility and Cash Management System Branch Retooling Program*
  - DBP Consumer Finance and Cash Management & Transaction Banking Department Dec 09, 2018
- *Associate Information Security Officer (AISO)*
  - DBP Information Security Risk Management Department Apr 08, 2017
- *eLearning Program on Credit and Risk Management*
  - Moody's Analytics Dec 12, 2016 – Feb 08, 2017
- *BSP Circular 706 – Updated Anti- Money Laundering Rules and Regulation*
  - Bangko Sentral ng Pilipinas (Cebu City) Oct 30, 2014
- *Signature Verification and Counterfeit Detection*
  - Bangko Sentral ng Pilipinas (Cebu City) May 25, 2014

#### **EDUCATION**

##### **University of the Philippines Visayas**

- Masters of Management (Business Management) 2017 - 2019
- Bachelor of Science in Business Administration Major in Marketing 2008 - 2012

##### **Iloilo National High School – Special Science Class**

2004 – 2008

##### **Santa Maria Catholic School- Ateneo de Iloilo**

1998 – 2008

#### **REFERENCES**

##### **ATTY. RODEL B. BUSTILLO**

SAVP/Head, DBP Iloilo Branch  
+63 917 627 4228

##### **SM JENNY F. SIRUELO**

Senior Manager, DBP Iloilo Lending Center  
+63 917 915 911 572

##### **PROF. ARTHUR P. BARRIDO JR.**

Former Dean, University of the Philippines – Visayas  
(033) 336 5559