

ADJANNI A. DOCE

Holds over four years of experience in development financing with the Philippines' premier development bank; currently heads the credit and collection team of a four-star hotel

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WORK EXPERIENCE

September 2014 – present

HOTEL JEN MANILA BY SHANGRI-LA

Pasay City

- Service Manager – Finance (Credit)
 - √ *Reduced the bad debts level by 77% since joining the company.*
 - √ *Gained approval for proposed credit lines of travel agencies*
 - √ *Manages a staff of two collectors*

October 2010 – December 2013

DEVELOPMENT BANK OF THE PHILIPPINES

Cabanatuan Branch (Nueva Ecija)

Subic Bay Freeport Zone Branch (Zambales)

Regional Marketing Center - Central Luzon (Pampanga)

- Account Officer (Business/Government Loans)
 - √ *Gained approval of proposed new and additional term loans; successfully renewed and converted credit lines; reviewed and restructured loan accounts; facilitated the release of loan proceeds; and other transactions necessary in managing both private and government accounts*
 - √ *Ensured clients' and Bank's compliance to the terms and conditions of loan contracts, and with Bank policies*
 - √ *Facilitated billing and collection of loan amortizations*
 - √ *Updated insurance coverage of all insurable collaterals*
 - √ *Regularly collected payments from problematic accounts*

TRAININGS/SEMINARS

January-March 2014

REGISTERED FINANCIAL PLANNERS INSTITUTE

37th Registered Financial Planner Program

- √ *A program designed to enable every participant to acquire the expertise necessary to be a practitioner in the personal financial planning industry.*

January-February 2014

URBAN INSTITUTE OF REAL ESTATE

Comprehensive Real Estate Seminar

- √ *A series of lectures totaling 120 hours that prepared aspiring Real Estate Brokers for the system and policies being enforced in the practice of the profession.*

August 2009 – September 2010

DEVELOPMENT BANK OF THE PHILIPPINES

Management Associates Program V

- √ *An intensive 13-month program undergone by a group of exceptional individuals from all over the Philippines, which tackled various facets of banking and prepared the participants for leadership roles in the organization.*

EDUCATION

June 2004- April 2009

UNIVERSITY OF THE PHILIPPINES – DILIMAN, QUEZON CITY

Bachelor of Science in Business Administration

- Cum Laude (Rank 13th of 107 graduates of the program)

June 2000-March 2004

STELLA MARIS COLLEGE - OROQUIETA CITY

- High School Valedictorian

SKILLS

- Adept in financial analysis
- Proficient in MS Office applications and Opera Property Management System