April 26, 2018

Dear Sir/Ma’am,

I graduated with a bachelor’s degree in finance from Ateneo de Davao University and I am interested in any vacant position that is related to my course. The nature of my degree course has prepared me for any position. It involved a great deal of independent research, requiring initiative, self-motivation and a wide range of skills. I can take on the responsibility of any position, and determination to ensure that I make a success of it.

I am a conscientious person who works hard and pays attention to detail. I am confident that my skills and past experience could make great contributions to your organization. My current objective is to obtain a position that will fully utilize my skills and offer an opportunity for continued professional growth. I believe I could fit easily into your team. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm.

I am positive that my skills and knowledge gives more weight to my application over others. I look forward to a future discussion where I can demonstrate my passion in becoming an integral member of your company.

Thank you for taking out the time to read this.

Sincerely,

Somayah Radiamoda

Applicant

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**Somayah J. Radiamoda**

Lot 8 Blk 8 Phase 3 Mainroad NHA Bangkal, Davao City

Mobile No. 0935-927-8973, Email add: [mayahradiamoda@yahoo.com](mailto:mayahradiamoda@yahoo.com)

**OBJECTIVE:** Use my knowledge in which my skills and expertise will be best utilized.

**SUMMARY OF QUALIFICATIONS:**

* To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
* Thrive on challenges with opportunities for growth.
* Highly motivated person.
* Eager and interested to go through any training.
* Ability to work independently, take direction and work well with people, willing to work hard and be productive.

**PERSONAL DATA:**

Age: 26 years old Height: 5”2

Date of Birth: January 08, 1992 Weight: 51 kg

Gender: Female Nationality: Filipino

Civil Status: Single Religion: Islam

**EDUCATIONAL ATTAINMENT:**

ATENEO DE DAVAO UNIVERSITY Bachelor of Science Major in Finance

2009-2015

**ONJOB TRAINING:**

CHINA BANK CORPORATION April 2012 – June 2012

Main Branch, C.M. Recto corner Rizal St.

Davao City

Position: New Accounts – Customer Relation Assistant

**SKILLS:**

* Computer Literate.
* Use of SAP and sales database.
* Ability to make decisions and solve problems.
* Ability to obtain and process information.
* Ability to plan, organize and prioritize work.
* Ability to analyze quantitative data.
* Quick to learn with good interpersonal and organizational skills.
* Have a high sense of responsibility.

**WORK EXPERIENCE:**

COCA-COLA FEMSA

Davao Distribution Center, Bago Aplaya St. May 2014 – October 2014

Davao City

Position: Route Settlement Clerk

Finance Department

8TELCOM INCORPORATED

Juan Dela Cruz St., Davao City December 2014 – August 2016

Position: Admin Assistant

SMART Communications Inc.

Mindanao Regional Distributor

AWESOME OS

Ayala Business Center, Matina Town Square November 2016 - Present

Davao City

POSITION: Data Entry Specialist

US Back office

**TRAINING/SYMPOSIA/WORKSHOPS:**

Stock Market Trading Competition October 2012 – March 2013

Sponsored by First Metro

Stock Analysis: A Sectoral Reporting August 2012

Resource Speaker

Orientation on New Banking Loan Policy June 2012

Bangko Sentral ng Pilipinas

Entre-Finance: A Seminar on March 2012

Entrepreneurial Finance and Venture

Stock Market Trading Competition November 2011 – February 2012

Seminar on Derivatives January 2012

Deutsche Bank

Career Talk on Corporate Banking November 2011

Project Financing and Investment

Seminar on Banking November 2011

Deutsche Bank

Philippine Stock Exchange Seminar November 2011

BPI-PSE Stock Market Competition October 2011

**CHARACTER REFERENCE:**

Mr. Charlie Tan, Jr. Mr. Perfecto Calipes Ms. Beverly Diocadiz

Branch Manager Service Manager Finance Manager

China Bank Corporation East West Bank Inc. Coca-Cola FEMSA

0922-8130-222 0917-7052-511 0917-5344-390