

# AIRA GRACE M. AMOYO

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**Career Objective:**

To pursue a highly rewarding career, seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

## I. PERSONAL INFORMATION

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Date of Birth	:	January 04, 1996
Place of Birth	:	City of San Fernando, La Union, Philippines
Civil Status	:	Single
Gender	:	Female
Nationality	:	Filipino
Key Skills	:	Computer Literate (MS Word and MS Excel) Good communication skills Can work efficiently in team as well as individually Highly adapted to learn new views/ ideas Innovative, sincere and hardworking

## II. EDUCATIONAL BACKGROUND

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<b>Tertiary:</b>	<b>Saint Louis College</b> Bachelor of Science in Business Administration (Major in Human Resource Development Management) Carlattan, City of San Fernando, La Union, Philippines 2012-2016
<b>Secondary:</b>	<b>Saint Louis College (High School)</b> Carlattan, City of San Fernando, La Union, Philippines 2008-2012
<b>Elementary:</b>	<b>Saint Louis College (Elementary)</b> Lingsat, City of San Fernando, La Union, Philippines 2002-2008

**III. PROFESSIONAL DEVELOPMENT**

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Various In House Trainings on Signature Verification, Forgery Detection, Bills Verification and Service Excellence (2016-2019)

**IV. WORK EXPERIENCE**

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**SECURITY BANK CORPORATION**

6776 Ayala Ave. Makati City, Philippines

**Sales Officer – Assistant Manager**

Responsible in generating customer leads for the branch; this includes prospecting via telemarketing and building mapping to individual and corporate clients.

Responsible for setting up sales meeting with prospective clients and be able to handle objections and deliver value proposition.

Ensures usage of the product and conduct follow-ups to develop basic relationship with the customer and relationship with other units as well as with external entities regarding any matter affecting the operations of the branch.

**V. CHARACTER REFERENCES**

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**Conchita P. Tugade, CPA**

Branch Channel Manager

Security Bank La Union

Contact No. : +639989771510

**Atty. Ferdinand B. Concubierta**

Notary Public

City of San Fernando, La Union

Contact No. : (072) 242-0464

**Hazel C. Casuga, CPA**

Business Manager

Security Bank La Union

Contact No. : +639175818583

*I do hereby solemnly swear that the information contained herein are true and correct to the best of my knowledge and belief.*

  
**AIRA GRACE M. AMOYO**  
Applicant