

KEVIN RAPHAEL D. SALCEDO

Home Address : 2900-B Rosalina Village, Banawa, Cebu City

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Mobile No. : (+63) 969-182-2711 / (+63) 976-147-2770

Personal Background

BIRTHDATE : March 21, 1994
BIRTHPLACE : Cebu City, Philippines
CITIZENSHIP : Filipino
CIVIL STATUS : Single
HEIGHT : 5'3"
WEIGHT : 130 lbs.
LANGUAGES SPOKEN
AND/OR WRITTEN : English, Filipino, Cebuano

Scholastic Record

COLLEGE:

SCHOOL : University of San Carlos - School of Business and Economics
ADDRESS : P.del Rosario St., Cebu City, Philippines
DEGREE : Bachelor of Science in Business Administration Major in Financial Management
DATE STARTED : June 2011
DATE GRADUATED : April 2016

SECONDARY SCHOOL:

SCHOOL : Don Bosco Technology Center
ADDRESS : Punta Princesa, Labangon, Cebu City, Philippines
DATE STARTED : June 2007
DATE GRADUATED : March 2011

PRIMARY SCHOOL:

SCHOOL : Don Bosco Technology Center
ADDRESS : Punta Princesa, Labangon, Cebu City, Philippines
DATE STARTED : June 2001
DATE ENDED : March 2007

Work Experience and Internship

POSITION	: Virtual Assistant: Corporate Compliance Assistant for Heffernan Insurance Brokers
COMPANY	: GoTeam
ADDRESS	: 9th Floor, I1 Building, Jose Ma Del Mar Street, Apas, Cebu City, 6000 Cebu
DATE STARTED	: March 2023
DATE ENDED	: May 2024
POSITION	: Senior Professional Service Representative
COMPANY	: Unilab, Inc.
ADDRESS	: 66 United Street, Mandaluyong City, Metro Manila, Philippines
DATE STARTED	: March 2018
DATE ENDED	: October 2022
POSITION	: Customer Service Representative - Teller
COMPANY	: Metropolitan Bank and Trust Company
ADDRESS	: National Highway Corner Jayme Street, Mandaue City, Cebu, Philippines
DATE STARTED	: August 2016
DATE ENDED	: February 2017
POSITION	: On-the-Job Trainee
COMPANY	: Securities and Exchange Commission
ADDRESS	: V. Rama Avenue, Cebu City, Philippines
JOB DESCRIPTION	: Monitoring of Financial Statements, Articles of Incorporation and By-Laws of Newly Registered and Existing Corporations and Partnerships
DATE STARTED	: July 2015
DATE ENDED	: September 2015

Skills

- ❖ Accounting
- ❖ Administrative Assistance
- ❖ Attention to Detail
- ❖ Banking
- ❖ Bank Reconciliation
- ❖ Bank Teller Operations
- ❖ Communication Skills
- ❖ Customer Service
- ❖ Customer Relationship Management (CRM)
- ❖ Data Entry
- ❖ Email and Calendar Management
- ❖ Finance
- ❖ Marketing
- ❖ Microsoft Office
- ❖ Organization Skills
- ❖ Pharmaceutical
- ❖ Product Promotion
- ❖ Professional Corporations
- ❖ Professional Foundations
- ❖ Professional Partnerships

Hobbies

- Music - Instrumentalist (Drums, Guitar, Piano)
- Sports - Volleyball