

ARMAND JACOB LAVADIA



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Dubai, United Arab Emirates



OBJECTIVES

An enthusiastic individual seeking a full-time position in a financial firm where I can lend my knowledge of market analytics to help your organization improve profitability and to showcase my excellent interpersonal and communication skills for making new clients, maintaining relations with existing clients, and increasing business revenue.

EDUCATION

University of Santo Tomas (Manila, Philippines)

Bachelor of Science in Business Administration
Major in Marketing
(2009-2013)

De La Salle College of Saint Benilde School of Professional and Continuing Education

2nd Certified Securities Specialist Course of the
Philippine Stock Exchange, Inc.
(March - September 2018)

SKILLS

- Knows Finance, Marketing, Advertising, and Operations Management.
- Problem solving and Empathy to clients.
- Knowledgeable in Microsoft Office Programs and Canva application.
- Decision Making and Critical Thinking.
- Product Knowledge and Time Management.
- Adaptability and Emotional Intelligence.
- Effective Communication and Attention to details.
- Dedicated to improving skills and ability to quickly learn new things.
- High level of responsibility, self motivated and driven to excel.
- Fluent in oral and written communication in Filipino and English language.

CERTIFICATIONS

Anti Money Laundering Act Seminar

Information Security

Security Awareness Seminar

Basic Signature Analysis and Counterfeit Detection

Business Etiquette and Orientation Program

Banking Ethics

Customer Service Compliance and Regulations

Financial Transactions Seminar

Career Service Professional Eligibility

Civil Service Commission, Quezon City, Philippines

Basic Training Course for Private Duty Care Providers

Association of Private Duty Nurse Practitioners
Philippines Inc.

PROFESSIONAL PROFILE

Business Owner (Handsomegyup)

June 2020- Present

Owner of an Online Store Specializing Korean Goods

- Manages daily Business Operations (Buying Goods and Delivering products, Preparing Ingredients and raw materials).
- Facilitates Social Media Account for client inquiries and firms marketing and advertisements.
- Building rapport with clients and updating customers with the latest product and services offered.
- Monitors and maintains current inventory levels; processes purchasing orders as required; tracks orders.

Ortigas and Company

October 2018- January 2020

Senior Property Specialist

- Digital marketing for promoting and selling Real Estate, like Social Media Account for client inquiries and advertisements.
- Creating good Relationship with Clients for referrals, network and repeat sales.
- Updating clients with their unit status and Real estate promotions and events.
- Prospecting New Potential Clients by Booth Manning, Market Saturation, Events organizing and anything alike.
- Giving out brochures and flyers for market penetration and product awareness.
- Meeting Sales Quota every month through different type of sales initiative.
- Marketing through Email (creating a business type proposal for potential clients)
- Telemarketing (calling prospect clients through mobile and landline phone numbers).

Megaworld Corporation

March 2017- August 2018

Junior Property Specialist

- Cultivating a network and fostering relationships with potential clients.
- Maintaining an extensive database of all properties for sale.
- Communicating with legal counsel to prepare sale and lease documents.
- Maintaining a robust understanding of the real estate market and providing expert advice to clients.
- Assessing clients' needs and financial capacities to propose tailored solutions.

Federal Land Inc.

November 2015- January 2017

Real Estate Specialist

- Finding, scouting, and identifying investors with property consultancy needs.
- Keeping in touch with clients via calls and emails to notify them of the consultancy services offered.
- Securing a consulting deal by preparing and presenting business proposals to clients.
- Advertising, marketing, and promoting property vacancies to attract prospective tenants.
- Carrying out thorough research and analysis of the real estate and/or property market to identify areas with increasing demand and profitability.

Rizal Commercial Banking Corporation

February 2014- October 2015

Cash Staff (Bank Vault Teller)

- Storing and Retrieving Cash, Depositing Money in the Bank and Ensuring the safe lock is always secured.
- Maintain financial records, such as Receipts, Invoices and Purchase Orders.
- In charge of ATMs money retrieving and money loading.
- Fixing ATM errors and card retrievals for stuck bank cards.
- Getting orders from Central Bank to our Bank (mutilated bills exchange/ new currency upgrades).
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in certification of proof.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotions.
- Answers questions in person or on telephone and refers customers to other bank services as necessary.