

MA. TERESA M. MANGAY

ROOM 913 HYUNDAI VENTUREVILLE BLDG. JANG AN DONG, DONG DAEMUN GU, SEOUL, KOREA

636-B CALLEJON H , TIRSO CRUZ STREET , GAGALANGIN, TONDO, MANILA

TELEPHONE NUMBER : (010) 7734-1629

EMAIL ADDRESS : matet.mangay@yahoo.com

OBJECTIVE: *To work as a team member with good human relations and working attitude that will contribute not only to the company but to others as well towards achieving a successful career*

PERSONAL DATA:

DATE OF BIRTH : May 29, 1962
PLACE OF BIRTH : Tondo, Manila, Philippines
NATIONALITY : FILIPINO
NAME OF SPOUSE : Philip Noli B. Mangay
EMPLOYER : Hyundai Engineering & Construction Co. Ltd.
JOB TRADE : Manager, Human Resources Development Department
NO. OF CHILDREN : TWO (2)
MARTIN JOHN M. MANGAY (FEB-12,1984)
MARVIN JAMES M. MANGAY (DEC-17,1987)
RELIGION : Christian
HOBBIES : Walking , Watching TV, Cooking

EDUCATIONAL BACKGROUND:

UNIVERSITY : PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
INTRAMUROS, MANILA
1978 ~ 1982
COURSE : Bachelor of Science in Education
MAJOR : Nutrition and Health
DATE GRADUATED : OCTOBER, 1982

**HIGH SCHOOL : F. TORRES HIGH SCHOOL
TONDO, MANILA
1974 ~ 1978**

DATE GRADUATED : MARCH, 1978

**ELEMENTARY : LAKAN DULA ELEMENTARY SCHOOL
SOLIS, TONDO, MANILA
1968 ~ 1974**

DATE GRADUATED : MARCH, 1974

WORK EXPERIENCES :

**COMPANY ; PHILIPPINE SAVINGS BANK
PASEO DE ROXAS AVENUE, MAKATI CITY, PHILIPPINES**

INCLUSIVE DATES : March 1, 1983 ~ July-20 2009

POSITIONS HELD : New Accounts Clerk / Teller / Loans Processor

BRANCHES ASSIGNED :

- ◆ Plaza Miranda, Quiapo Branch
- ◆ Kalookan Branch, Kalookan City
- ◆ Tabora Branch, Divisoria
- ◆ Central Market Branch, Fugoso, Sta. Cruz
- ◆ Blumentritt Branch, Sta. Cruz
- ◆ Branch Accounting & Control Division (BACD) –
H.O. – Makati City

Duties & Responsibilities:

New Accounts Clerk

- ✓ Assist the depositors in opening an account (SAVINGS and/or CURRENT)
- ✓ Control the current accounts of depositors.
- ✓ Make phone calls to depositors in case their current account is overdue.
- ✓ Accepts checkbook orders from clients

- ✓ **Assist the cashier in cash balancing**
- ✓ **Assists the depositors in opening a time deposit**
- ✓ **Explain to depositors new promotions and programs of the bank.**

Teller

- ✓ **Accepts cash/check deposits of depositors.**
- ✓ **Payment of withdrawal made by depositors.**
- ✓ **Make cash balances in the end of the day.**
- ✓ **Check encashments**

Loans Processor

- ✓ **In charge of all loans made by depositors.**
- ✓ **Posting of transaction of loans in the subsidiary ledger.**
- ✓ **Make computations regarding interest and/or penalties.**
- ✓ **Prepares daily report on loan transactions to be sent to the Head Office.**

