

MAY ANN C. BONDOY

DATA ANALYST

ABOUT

Experienced data analyst specializing in data processing, reports generation, analysis, and data entry process improvements. A fast-learning with a positive and team-oriented mindset pursuing a challenging position at an exciting company to leverage my skills and experience. I'm a results-driven individual who takes ownership and is enthusiastic to explore and learn upcoming challenges.

WORK EXPERIENCE

September 6, 2022 – Present

Carparts.Com, BGC, Manila

Position: Applications Data Specialist

- Responsible for the eCommerce and Online Market Place sites by creating and maintaining catalog product attribute, title, and product description.
- Coordinate catalog update and improvements for reliable data source.
- Deliver expected numbers of good quality output per week.
- Deliver task and special projects.
- Attend Team Meetings to ensure expedient communication of relevant information and as an open forum for input.
- Stay current on internal work processes, policies, and procedures.
- Provide data expertise through different channels and deliver the best value proposition for a great customer purchase experience.

March 1, 2019 – September 5, 2022

Rizal Commercial Banking Corporation (RCBC), Makati City

Position: Technical Staff-Processor

- Responsible for timely and error free output either as maker or checker that will be used by next officer or staff for further decision making, completion of tasks, recommendations, implementations, escalation and/or release of transactions.
- Perform checking/verifying/analyzing of all technicalities of checks transactions as a maker/checker.
- Filing and balancing of check amounts totals from different branches within cut off time.
- Prioritize and manage several open issues at one time.
- Ensuring that all checks and activities are process, and all details are checked properly in a timely manner or within deadline and in line with the policies and procedures.
- Ensure adherence to all regulatory requirements and keeps abreast of updates on the bank and BSP policies.
- Manage reports and emails in handling branch disposition and other work-related concerns.

July 2017 – September 2018

Bank of the Philippine Islands (BPI)-SGV Branch, Ayala Ave. Makati

City Position: Customer Service Representative/Bank Teller

- Provides/processing account services to customer's needs like deposits, withdrawals, encashment, etc.
- Cross-sells bank products by informing customers of new services and product promotion.
- Completes special requests by closing accounts; providing special statements, copies, and referrals; completing safe/deposit box procedures.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Receiving the working cash for the day and balancing of both cash and checks at the end of day.



CONTACT

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ADDRESS:

Zone 4, Pinagbobong, Tabaco City,
Albay, Philippines

SKILLS

Data Processing, Data Entry,
Microsoft Office Skills, Basic
Accounting, Technical Support,
Critical Thinking, Time Management,
Leadership, Email Handling,
Adaptability, Internet/Product
Research, Customer Service

SOFTWARE/APP PROFICIENCY

Microsoft Office, MS Teams, GSuite,
Finacle, OCS, ICS, SFTP, Outlook

PERSONAL INFORMATION

Nick Name: May

Age: 26

Birth Date: July 8, 1996

Civil Status: Single

Written/Spoken Language: English,
Filipino

EDUCATION

Bicol University

Bachelor of Science in
Entrepreneurship (2013-2017)

Tabaco City, Albay, Philippines Awards:
Service and Leadership Award