

FRANCIS ANTHONY DE LEON TAN

Add.: Tunasan,
Muntinlupa City
Contact No.: 09914081653
E-Mail Add.: francis012383@outlook.com

**WORK EXPERIENCE:****TEAM MANAGER/SENIOR COLLECTIONS OFFICER**

(September 2007-December 2024)

NRG Group
Microsoft Financial Account/
(Accounts Receivables)
BGC, Taguig City

Duties:

- Managed the collections campaign with several lines of businesses.
- Coached and mentored 10-15 team managers.
- Keep an updated track of new to ageing collections account.
- Work hand-on-hand with onshore clients in terms of SLA and productivity.
- Assigned personnel for process development and improvement.
- Work hand-on-hand with the HR department and talent acquisition team.

INVENTORY /STOCK CLERK

(May 2006-August 2007)

Men's Wear Department
MMSM-SM Department Store
SM City Sta. Rosa
Sta. Rosa City, Laguna

WAREHOUSESTAFF

(February 2005-October 2005)

Samsung Electro-Mechanic Philippines Inc.
c/oDentChemEnterprise Agency
Brgy.Batino, CalambaCity , Laguna

EDUCATIONAL BACKGROUND:

PASSED: Civil Service Examination-PPT-Professional Level(2nd Level Eligibility)

COLLEGE: BBA-Marketing (2002-2005)

Graduate
Polytechnic University of the Philippines
Sta. Mesa Campus
Sta. Mesa, Manila

SECONDARY: Graduate (1998-2001)

Grinhar Academy and Montessori School
Cataquiz 1, Brgy. Poblacion
San, Pedro, Laguna

ELEMENTARY: Graduate (1995-1996)
Holy Infant Academy
Victoria Homes ,Muntinlupa City

PERSONAL INFORMATION:

NAME: Francis Anthony De Leon Tan
AGE: 41 yrs. old
BIRTHDATE: January 23, 1983
CIVIL STATUS: Married
SPOUSE: Julie Ann Evangelista-Tan
OCCUPATION: Planning Staff
FATHER: Antonio C. Tan
OCCUPATION: Overseas Filipino Worker
MOTHER: Francesca De Leon
OCCUPATION: Real Estate Agent
SPECIAL SKILLS: Computer literate
LANGUAGE SPOKEN: English, Filipino


CHARACTER REFERENCES:

Mr. Carlo Villanueva
Project Manager
Microsoft Financial Account
NRG Group
Northgate Cyberzone, Alabang,
Muntinlupa City
09913418303


Mr. Timi Chua
Warehouse Supervisor
MMSM Corp.
SM Department Store-Sta. Rosa
Sta. Rosa City, Laguna
0926-6376783

CSE-PPT Notice of Rating

webapp.csc.gov.ph/CSE_Online/_ppt_res/get_result.php



**REPUBLIC OF THE PHILIPPINES
CIVIL SERVICE COMMISSION**
CSC - National Capital Region

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NOTICE OF RATING

September 11, 2017
Date of Release

Mr. TAN, FRANCIS ANTHONY D
B6 L45 SEATTLE ST CAMELLA RIDGVW MUNT

Dear Mr. TAN:

Please be informed that you **PASSED** in the Career Service Examination - Paper and Pencil Test (Professional Level) held in Don Alejandro Roces Senior Science and Technology High School located at Roces Avenue, Quezon City on August 06, 2017, with a general rating of **Eighty and 30/100 (80.30)**.

Verbal	Analytical	Numerical	General Info
80.53	81.80	80.68	73.17

Very truly yours,

JUDITH A. DONGALLO-CHICANO
Director IV

Examinee Number: 475828
Date printed: February 13, 2018

(This is an electronic printout; signature of the Director is not required.)

