

Greetings!

I am Jessa S. De Lara, graduate of Bachelor of Science in Office Administration in Philippines. I have 1 year work experience as Centralized Operations Associate in financing company. I believe my skills and positive work ethic would allow me to contribute effectively to your team.

I am very interested in applying for an office position that aligns my qualifications and allows me to use my knowledge and skills in a productive work environment. I am organized, detail-oriented, and dedicated to supporting efficient office operations. Although I have one year of experience, it has helped me become an effective team member who contributes to the success of the organization.

Thank you for considering my application. I would be happy to discuss how my skills can meet your needs and am available for an interview at your convenience.

JESSA DE LARA

OPERATIONS / FINANCE & ADMIN ASSOCIATE



CONTACTS

Address: Barsha Heights Tecom,
Dubai UAE, Dubai, United
Arab Emirates

Phone: +971 565616275

Email: jessasarsalejodelara23@gmail.com

EDUCATION

Bachelor of Science in Office Administration
Occidental Mindoro State College
August 2020 - June 2024

SKILLS

- Ensure tasks are completed correctly and on time.
- Can serve people in a timely and friendly manner
- Willing to try new things and interested in improving efficiency on assigned tasks:
- Compliance with AML/KYC and regulatory requirements:

PROFESSIONAL SUMMARY

Detail-oriented Operations Assistant with almost 2 years of experience in lending, financing & law office, specialized in streamlining loan file preparation and verification processes. Proven capability to improve workflow efficiency while adhering strictly to compliance with AML/KYC and regulatory requirements. Skilled in managing high-volume document processing, resulting in faster turnaround times for loan approvals.

WORK EXPERIENCE

Centralized Operation Assistant, Dec 2024 – Dec 2025

Global Dominion Financing Inc., Pasig City, Philippines

- Review incoming loan applications of individuals & businesses for completeness and accuracy of documents to minimize operational risk
- Accurately input client and loan information into the system.
- Endorse verified clients to loan officers for the next phase of loan verification process & disbursement.
- Deliver centralized operational support to branches and relationship teams, improving workflow efficiency and turnaround time
- Ensure strict adherence to lending procedures and policies to minimize risk.
- Secure customer and institutional data in accordance with confidentiality and data protection standards .
- Monitor financing accounts, tracked exceptions, and proactively followed up on pending items to minimize delay.

COURSES

Anti-Money Laundering Act / Fraud Awareness and Prevention / Information Security

Dec 2024 — Jan 2025

Personal and Professional Development, Proper Work Ethics and Culture and Office Management / Building Self Discipline Muscle to Accelerate Professional and Personal Life / Master Goals, Mindset, Habits, Strategies Tools for Productivity and Success / Master Goals, Mindset, Habits, Strategies Tools for Productivity and Success / Etiquette Essentials Tools for Workplace Success

Jan 2024 — Apr 2024

LANGUAGES & OTHERS

English C1 - Advanced
Filipino Native

Age/Nationality: 24 / Filipino
Visa Status: Visit Visa

INTERNSHIPS

Legal Internship, Feb 2024 – Apr 2024

Attorney Almero Law Office, Mindoro, Philippines

- * Perform traditional administrative tasks like answering phones, managing emails, making copies, and filing & notarizing documents
- * Send and receive internal and external legal correspondence.
- * Supporting internal training and knowledge-sharing initiatives.
- * Attend court rooms & organize legal documents according to number.