



PAUL ADRIAN CORONEL

CONTACTS



+971588640871

pacoronel18@gmail.com

Abu Shagarah, Sharjah, United Arab Emirates

ABOUT ME



Resourceful and results-oriented operations professional with a strong foundation in public administration, finance, and client services. Proven track record of leading teams to exceed service delivery goals by leveraging analytical expertise and strategic communication. Known for unwavering integrity, adaptability, and maintaining excellence under pressure, consistently driving operational efficiency and business growth. Committed to delivering measurable results and fostering collaborative environments that support organizational success.

SKILLS



Microsoft Office (Excel, Word, Powerpoint, Outlook)

Banking Operations

Accounts Reconciliation

Teller/Cashiering

Executive/Admin Assistant

WORK EXPERIENCE



JUL 2024

INFORMATION OFFICER I

JUN 2025

Local Government Unit of Kapatagan | Kapatagan, Lanao del Norte

- Spearheaded the design and execution of public information campaigns, driving operational alignment and enhancing stakeholder engagement across departments.
- Oversaw management and maintenance of organizational information systems, ensuring data accuracy, security, and availability to support operational decision-making.
- Developed and implemented comprehensive information management policies and procedures, ensuring full regulatory compliance and minimizing operational risks.
- Conducted regular data analysis and generated actionable reports, enabling informed decision-making and continuous improvement of operational processes.

MAR 2023

MARKET SUPERVISOR I

JUL 2024

Local Government Unit of Kapatagan | Kapatagan, Lanao del Norte

- Led daily operations of a public market, streamlining workflows and ensuring seamless coordination across vendors, staff, and municipal partners.
- Optimized stall allocation strategy, increasing space utilization and vendor turnover, which directly enhanced overall market revenue and operational efficiency.
- Resolved vendor and stakeholder conflicts with diplomacy and consistency, maintaining a productive working environment while upholding operational policies.
- Ensured full compliance with municipal ordinances and mandates, reducing operational risk and strengthening trust with regulatory authorities.
- Collaborated with business owners to design and implement in-market promotions and visual merchandising, driving increased foot traffic and sales performance.

Credit Controller
Loan Processing and Verification
Bookkeeping
Critical and Analytical Thinking
Supervisory Management
Public Administration
Financial Analysis
Accounts Receivable & Accounts Payable

LINK



LinkedIn
www.linkedin.com/in/paul-adrian-coronel-a9

LANGUAGES



English

Filipino

REFERENCES



MS. DENISI SHANNEL T. SENO
LAND BANK OF THE PHILIPPINES

Phone Number 0927-886-3933
Email shannel.tejana@gmail.com

MS. EDEN C. TURLA
LAND BANK OF THE PHILIPPINES

Phone Number 0917-723-5866
Email edencturla@gmail.com

MS. ELVIE O. MEJORADA
LAND BANK OF THE PHILIPPINES

Phone Number 0917-122-6647
Email elviemejorada@gmail.com

NOV 2020
MAR 2023

CUSTOMER ASSOCIATE

LandBankofthePhilippines | Aurora, Zamboanga del Sur

- Maintained 100% accuracy in ATM and salary account bookkeeping, ensuring precise financial records and seamless account reconciliation in compliance with internal controls.
- Delivered high-level executive and administrative support, reinforcing financial reporting accuracy and timely completion of accounting tasks.
- Contributed to successful internal and external audits by preparing accurate documentation and ensuring meticulous financial reconciliation.
- Improved client account management by resolving inquiries with speed and precision, supporting customer satisfaction and reducing financial discrepancies.
- Provided up-to-date financial guidance to clients by staying informed on new banking products, services, and promotions, aligning them with clients' financial needs.
- Collaborated with operations and finance teams to meet daily performance targets, streamlining accounting workflows and improving service delivery.
- Specialized in Salary Loans Bookkeeping, optimizing loan processing timelines and increasing collection efficiency through accurate account tracking.
- Facilitated cross-departmental financial communications as Executive Assistant, ensuring timely dissemination of accounting updates and procedural changes.
- Managed the digitization of financial transactions, enhancing data storage, accessibility, and audit readiness while minimizing risk of data loss or error.
- Oversaw check clearing processes, ensuring accurate tracking, compliance, and secure safekeeping of financial instruments.
- Monitored and reviewed daily financial reports, identifying inconsistencies and ensuring compliance with regulatory and company accounting standards.

EDUCATION



2018

**BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION MAJOR IN FINANCIAL
MANAGEMENT**

University of San Carlos | Cebu City

- **Graduated as Cum Laude**

COURSES



2024 PIA ONLINE CONFERENCE FOR GOVERNMENT INFORMATION OFFICERS

Philippine Information Agency

SEP 2024 - SEP 2024

FRAUD & FORGERY DETECTION

*Bankers Institute of the
Philippines*

JAN 2021 - JAN 2021

PERSONAL DETAILS



Date of birth

10 Dec 1998

Nationality

Filipino

Visa status

Tourist Visa

Marital status

Married

INTERNSHIP



ON-THE-JOB TRAINING

*Maybank Cebu Downtown
Branch | Cebu City*

APR 2018 - JUN 2018

2015

HIGH SCHOOL DIPLOMA

LalaNationalHighSchool | Maranding, Lala, Lanao del Norte

- *Top of Class: Valedictorian Honors*

2011

ELEMENTARY

TaguiticElementary School | Taguitic, Kapatagan, Lanao del Norte