

# EUNICE PAREDES CASTRENCE



## CONTACT

**Address**

Al Satwa, Dubai, UAE

**Contact & WhatsApp No.**

+971 55 325 5489

**Email Address**

eunicequiambao9@gmail.com

## SKILLS

- Excellent communication skills
- Speaks fluent in English
- Proficient in Microsoft Office applications
- Highly organized and efficient
- Ability to work independently or as part of a team

## EDUCATION

**TERTIARY**

2009 – 2015

**Colegio de Dagupan**

**Bachelor of Science in Information Technology**

Arellano Street, Dagupan City Pangasinan, Philippines

**SECONDARY**

2005 – 2009

**College of St. Micheal the Archangel**

Bonuan Blue Beach Subd. Dagupan City, Pangasinan, Philippines

## CAREER OBJECTIVE

To enhance my knowledge and abilities in the given company and to utilize my fullest potential in customer relationship unto others.

To work with eagerness and efficiency on the job that I will be assigned.

## PROFESSIONAL EXPERIENCES

**DCRUSH GENERAL TRADING**

Al Barsha 1, Dubai, UAE

**Position : Secretary**

**Date : September 2019 – March 2023**

**Responsibilities:**

- Handling inbound, outbound and returns
- Checking inbounds
- Dispatching shipments
- Assisting customer and answer customer complaints and concerns
- Handling cheque for deposit
- Daily inventory
- Communicate with the suppliers

**EASTWEST BANKING CORPORATION (Bank Operations Group)**

AB Fernandez West, Dagupan City, Pangasinan, Philippines

**Position : Bank Operations Associate**

**Date : November 2017 – April 2019**

**Responsibilities:**

- Handling Customer Service
- Filling collateral documents
- Handling Post Dated Checks
- Encoding Car Insurance Policy
- Releasing fully paid documents
- Preparing weekly report
- Reporting to Bank Operations Officer for any pending issues for any pending issues that needs to discuss and tasks completed



**PRIMARY**

**1999 – 2005**

**College of St. Micheal the Archangel**

Bonuan Blue Beach Subd. Dagupan City,  
Pangasinan, Philippines

**PERSONAL DETAILS**

Nationality : Filipino  
Date of Birth : 20 September 1992  
Place of Birth : Dagupan City,  
Pangasinan,  
Philippines  
Gender : Female  
Marital Status : Married  
Religion : Roman Catholic

**LANGUAGES KNOWN**

- English
- Tagalog

**STAFF SPECIALIST & COMPU SERVICES COMPANY**

**Eastwest Banking Corporation**

AB Fernandez Avenue, Dagupan City, Pangasinan, Philippines

**Position : Marketing Assistant**  
**Date : April 2015 – November 2017**

**Responsibilities:**

- Dealer Coordinator
- Filling dealer document
- Assess and give advices to client's regarding their loan application
- Preparing weekly report
- Reporting to Sales Head regarding the turn ins of loan application for processing and approval

**ON THE JOB TRAINING (OJT)**

**Department of Trade and Industry**

**National Economic Research and Business Assistance Center**

Arellano Street, Dagupan City Pangasinan, Philippines

**Responsibilities:**

- Handles customer relation activities.

**Philippine National Police**

AB Fernandez West, Dagupan City, Pangasinan Philippines

**Responsibilities:**

- Encoding

**SEMINARS & TRAINING ATTENDED**

**Signature Verification Workshop**

Training Room 5 & 6, 32 F One World Place,  
BGC, Taguig, Philippines

**January 20, 2018**

I hereby certify that the above information is true and correct  
to the best of my knowledge and belief.

**EUNICE PAREDES CASTRENCE**  
Applicant