



DIANA SIO SUAREZ

Seeking a challenging career where she can share and enhance her knowledge and skills, She's willing to give the best that she can in every task appointed to her.

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WORK EXPERIENCE

Customer Relation Specialist - New Accounts

Barbaza Multi-Purpose Cooperative

Barbaza Antique

08/2021-04/2023

- Opening New Accounts, Membership Application and Issuance of Passbook, Certificate and ATM Cards.
- Availment of Mutual Benefits and Insurance Products as well as processing of Claims.
- Marketing and Promotion of Programs and Services.
- Recruitment of Target Clients.
- Maintain and Updated Membership Records and Database .
- Conduct Onsite/Offsite Pre Membership Seminar, Meetings and Social Services.
- Ensure on time submission of Daily and Monthly Reports.
- Resolve all Customer Queries.
- Checking and Verifying Signatures, Daily Transactions and overall Cash of the Branch.
- Reliever in the absence of Teller and Loans.

Account Officer

Cardbank inc.

Sanjose Antique

06/2019-07/2021

- Evaluating the financial status of loan applicant, reviewing loans.
- To conduct daily Center Meetings.
- Handling accounts payable and receivable
- Maintaining, Updating and Recording financial records of Clients.
- Creating, processing and sending out bills and Invoices.
- Handling complaints and queries related to account
- Make regular contact with clients to ensure payments and followup on overdue payments.

PERSONAL INFORMATION

Date of Birth : August 30, 1998

Age : 24 years old

Height : 5'3

Weight : 52 kg

Gender : Female

Civil Status : Single

EDUCATIONAL ATTAINMENT

TERTIARY

Bachelor of Science in Information Technology

University of Antique

2015-2019

SECONDARY

Information Computer Technology

Bitadton National High School

2014-2019

ELEMENTARY

Bitadton Elementary School

2010-2014

Key Skills

- Customer Service
- Cash handling
- Can work under pressure

TRAININGS/SEMINARS

"Bookkeeping and Cash Handling"

Barbaza Multi-Purpose Cooperative

March 13 -15, 2022

"Customer Service and Marketing"

Barbaza Multi-Purpose Cooperative

February 6-8, 2023

"Increasing Productivity and Risk Management"

Cardbank inc. Sanjose Antique

October 29, 2020