

JENNY ROSE GEDANG TAMON

Current Address: Flat 303, Alsafadi Building, Al Rigga, Dubai, UAE
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EDUCATIONAL BACKGROUND

TERTIARY

Degree: Bachelor of Science
Course: Business Administration
Major in Marketing Management
School: University of San Agustin
Address: Iloilo City, Philippines
S. Y.: June 2008 – March 2013

SECONDARY

School: Oton National High School
Address: Oton, Iloilo Philippines
S. Y.: June 2003 – March 2007

LANGUAGES

English
Tagalog

SKILLS

- Balancing Cash Drawer
- Recordkeeping & Documentation
- Customer confidentiality
- Sorting cash and cash handling
- Detail oriented
- Communication skills

PERSONAL DATA

Civil Status: Single
Citizenship: Filipino
Birth Date: December 15, 1989

Status: Available Immediately

I. WORK EXPERIENCE

COMPANY: First Consolidated Bank
Type of Company: Banking and financial Services
FCB operates as a full Service bank w/competitive lines of financial services, provide quality banking services and customers in micro, small and medium enterprises.

Employment Type: Full Time
Address: Taloto District Tagbilaran City, Philippines
Period: February 14, 2014– February 07,2024
Position: Branch Cashier/ Teller

Duties & Responsibilities

- One of the roll out team in System upgrading in 2014.
- Transact the transaction efficiently, provide clients needs and market our banking products.
- Handling cash, checks and other items.
- Disbursing cash on withdrawals, loan proceeds, encashment of checks.
- Receive cash and check deposits, loan payment, bills payment.
Monitoring ATM machines everyday by ATM reading and do weekly ATM replenishment.
Release ATM cards to client and do monthly ATM card reports
- Monthly inventory of accountable forms and office supplies.
- Monthly Bank reconciliation report
- Monthly Documentary stamp report.

II. TRAININGS CERTIFICATIONS

PROGRAM/COURSE TITLE: Currency Policy and Integrity
Department of Central Bank of Philippines
Name of Training : Know your Money Webinar
Address: Iloilo, Philippines
Date of Training period: June 30, 2023

III. CHARACTER REFERENCES

Ms. Cristal M. Razo
Position: Branch Manger
Company: First consolidated Bank
Contact No.: +63989629878

Ms. Crezel G. Cordero
Position: Branch Accountant
Company: First Consolidated Bank
Contact No.: +639634401750