



SYDNEY PAGKANLUNGAN

BUSINESS
ADMINISTRATION

OBJECTIVE

Looking for a position in your company where I can further enhance my skills or acquired new knowledge and to utilize my skills for my professional growth and also to contribute it to your firm with the best of my performance and be an asset of the company.

CORE SKILLS

- Experience in treasury operations, cash management, or financial analysis.
- Strong analytical skills and attention to detail.
- Proficiency in financial software and treasury management systems.
- Excellent communication and interpersonal skills.

CONTACT DETAILS

- Jimi Ameriya ,Al Ain, UAE
- +971 58 126 4022
- sydneyleuterio@gmail.com



ACADEMIC HISTORY

China Banking Corporation

On-The-Job Training | Nov 2016 - Mar 2017

Nueva Ecija University of Science and Technology

Bachelor of Science | Apr 2017

BS Business Administration
Major in Entrepreneurship
- Scholar - LGU Scholarship



WORK HISTORY

Treasury Specialist

Growsari Enterprise Inc | June 21, 2021 - May 31, 2024

- **Cash Management Support:** Assist in daily cash positioning, forecasting, and reconciliation activities to optimize liquidity and meet financial obligations.
- **Banking Transactions:** Process and monitor banking transactions, including deposits, withdrawals, and wire transfers, while maintaining accurate records.
- **Financial Reporting:** Assist in preparing financial reports related to cash flow, liquidity, and treasury activities for management review and regulatory compliance.
- **Documentation and Compliance:** Maintain documentation of financial transactions and ensure compliance with internal policies and regulatory requirements.
- **Data Analysis:** Conduct financial analysis and assist in identifying trends, variances, and opportunities for improving cash management strategies.
- **Administrative Support:** Provide administrative support to the treasury team, such as organizing meetings, managing calendars, and handling correspondence.
- **Technology Utilization:** Utilize financial software and tools to support treasury operations and streamline processes.

Treasury Assistant

Waltermart Supermarket Inc. | Feb 2018-Mar 2020

- Manage daily cash flow and liquidity to meet operational needs.
- Develop strategies to mitigate financial risks like interest rate and foreign exchange risks.
- Maintain relationships with financial institutions and oversee bank account activities.
- Prepare financial reports and ensure compliance with regulatory standards.
- Utilize treasury management systems and financial software for efficient operations.

Retail Sales Assistant

Bestank Manufacturing Corporation | May 2017-Aug 2017

- Collecting overtime request form per merchandizer through email and validating each form
- Organizing monthly office day of merchandizer per outlet
- Making reimbursement report of every Retail Area manager in every outlet.



WORK REFERENCES

Joseph Dultra Jr.

Head of Treasury Operation

Contact No: +63 917 5770 567

Jayson Venturina

Branch Store Head

Contact No: +63 922 8282 929

Aimee Gacer

Retail Sales Supervisor

Email: sales@bestank.com