

JAY-AR C. DE BELEN

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VISIT VISA



About me:

A motivated and achievement-oriented expert with a solid foundation in customer service, cash management, and a keen eye for detail. Demonstrates proficiency in effective communication, conflict resolution, maintaining a positive demeanor, promoting additional products/services, and fostering collaborative teamwork. Committed to comprehending client concerns and feedback while prioritizing efficient time management.

Profile:

- Degree holder in Bachelor of Science In Information Management.
- Competence in adapting to different personality type and ability to maintain professionalism at all times.
- Strong verbal and communication skills along with active listening.
- Hardworking ,reliable, flexible, organized, honest and cooperative
- Computer Literate i.e. MS OFFICE PACKAGE & Internet Applications & POS; Enthusiastic & have excellent interpersonal skills.
- Willing to invest time and effort to complete a certain responsibility; Eager to learn and willing to be trained and a fast learner.

Worked Experienced:

Company Name	:	RD PAWNSHOP INC.	-	TARLAC, PHILIPPINES
Positioned	:	BRANCH MANAGER/APPRaiser		
Date Covered	:	July 2015 to July 19, 2023		

Duties and Responsibilities:

- *Supervises day to day operation of the branch.*
- *Recommends and formulates strategies and gimmicks to booster performance of branch operation.*
- *Appraises articles (e.g. jewelries, watches) properly and accurately.*
- *Controls and approves cash disbursement. Entertains customer's problems and approves reservation of coded items and extension of expired pledge items.*
- *Keeps expenses within the limit and explains unfavorable variances between actual performances and the set of goals and objectives.*
- *Reviews and approves daily reports. Approves loans for P1,000 and up. Checks pledge articles to avoid over appraisal.*
- *Issues corresponding miscellaneous receipts for collection of shortages, A/R-others, affidavit, appraisal and others.*
- *Conducts monthly meetings with employees.*
- *Prepares PAR for newly hired monthly. Prepares PAR for regular employees quarterly.*
- *Appraises performances of his branch personnel and recommends transfer, promotions or salary adjustments on the basis of merits and performance.*

Company Name : RD PAWNSHOP INC.) - TARLAC, PHILIPPINES
Positioned : VAULT CUSTODIAN/CASHIER
Date Covered : October 2011 to July 2015

Duties and Responsibilities:

- Disburses cash only to the designated payee or its authorized representative.
- Receives cash payments for loans paid, counter sales, money remittances, ticketing, fund transfers and collection of accounts receivable.
- Receives and releases pledge items.
- Make sure that vault premises are restricted to unauthorized personnel.
- Receives and releases cash from/to cash teller for daily transactions.

Company Name : RD Pawnshop Inc - TARLAC, PHILIPPINES
Positioned : Accounting Clerk
Date Covered : June 2011 to October 2011

Duties and Responsibilities:

- Prepares Daily Cash Receipts and Disbursement Reports (CRDR).
- Prepares check issuance request (CIR) and Prepares Check with duly approved supporting documents.
- In charge of monitoring the daily cash position of the branch.
- Prepares Vouchers, IOTTs and other schedules.
- Acts as Sales Clerk for coded items.
- Prepares IOTT, Journal Vouchers, and Summary of Remittances and ticketing.
- Conducts cash count of the Cash Teller fund in the ECR and reconcile balances at the end of the day.
- Checks daily reports such as Loans Extended, Loans paid blotter and summaries, cashier's report and sales report.
- Prepares daily Outstanding Report and submit to the Accountant the monthly Outstanding Loans Report, Summary of Loans Extended and Loans Paid.
- Prepares Auction Listing. And print rematado listing and Checks auctioned items and monthly expired items on pledge loans.

Company Name : NEW RURAL BANK OF SAN LEONARDO - TARLAC, PHILIPPINES
Positioned : BANK TELLER
Date Covered : May 10, 2010 to January 31, 2011

Duties and Responsibilities:

- Received and accepts deposits, digital platforms and other over the counter transactions.
- Prepare Or and accepts payments.
- Signature verifier together w/ the cashier and officer.
- Process withdrawals
- In charge of new accounts (see to it that all requirements are complete and signatures are the same as the ID's presented).
- Balances the tellers cash for the day and prepare tellers report.

Seminars & Trainings Attended:

- Customer service and selling strategy (2022)
- Diamond and Gold Appraising Seminar (2015)
- Basic FLA and AMLA Training (2019)

Educational Attainment:

College : TARLAC STATE UNIVERSITY
Course : *Bachelors of Science in Information Management*
Graduated : April 2010
Address : Tarlac , Philippines

Personal Information:

Birth date : November 29, 1989
Civil Status : Married
Nationality : Filipino
Height : 5'5
Weight : 70 kg
Visa Status : VISIT Visa