



MARY CRESIL A. TAN



About Me

- Born: May 21, 1999
- ANAHAWAN SOUTHERN LEYTE, PHILIPPINES
- FILIPINO CITIZEN



Education

(2007 -2012)

ANAHAWAN CENTRAL SCHOOL

(2012 -2015)

SAINT ANTHONY'S HIGH SCHOOL

(2016 -2020)

SOUTHERN LEYTE STATE UNIVERSITY

Bachelor of Science in
Office Administration



Experience

(2021 -2024)

STS. PETER AND PAUL
MULTIPURPOSE COOPERATIVE

Teller

Responsible for providing exceptional customer service while performing various financial transactions accurately and efficiently. The role includes handling customer inquiries, processing transactions, and promoting bank services to meet customers' financial needs.

I **HEREBY CERTIFY** that the above information is true and correct to the best of my knowledge and belief.

Objective

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.



Contact



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Hamdan St. Jumbo Bldg.
Abu Dhabi - U.A.E.



Skills

- Cash Handling
- Money Counting
- Customer Service
- Processing Transaction
- Computer Skills (MS OFFICE)



Language

- English

MARY CRESIL A. TAN
Applicant