

MARY ROSE B. DINALU-AN

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To secure a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

SKILLS

- Computer Literate (Word, Excel, PowerPoint, outlook)
- Possess approachable, positive outlook and enthusiastic attitude to deal with
- Ability to work independently or as part of a team and ability to multitask and work well even under pressure.
- Good communication skills with the great demonstration skills.
- File and database management.
- Charismatic and well oriented.

EDUCATION

JUNE 2016- MARCH 2018

**SENIOR HIGH SCHOOL: (GAS) GENERAL ACADEMIC STRAND,
SAN JUAN ACADEMY INC.**

JUNE 2018- SEPT. 2021

**BACHELOR OF SCIENCE BUSINESS ADMINISTRATION MAJOR IN
FINANCIAL MANAGEMENT,
PHINMA UNIVERSITY OF ILOILO**

EXPERIENCE

AUGUST 2021- NOV. 2021

BPO VOICELESS

LEAD GEN- LEAD GENERATION & DONOR CREATION, ILOILO CITY

- Service
- Outbound and inbound calling
- Sales/Tele sales
- Helping the team to reach the quota.

NOV. 2021- SEPT. 2022

ACCOUNTING CLERK

ST. THERESE-MTC COLLEGES JALANDONI MAGDALO, ILOILO CITY, PHILIPPINES

- Cashiering
- Prepared Daily Cash Report and Cash Position.
- Reconciliation of excess payments
- Prepare tuition fees for whole semester.
- Record official receipts in the student's ledger.
- Balance Forwarding of payments.
- Official Receipts from direct bank and remittances.

OCT. 2022- AUG. 2024

BRANCH ASSISTANT

PALAWAN PAWNSHOP EXPRESS PERA PADALA, ILOILO CITY, PHILIPPINES

- Teller
- Handles over-the-counter transaction
- Responsible for the safekeeping of Cash on Hand, and updating records of daily transactions
- Responsible in collecting money from the customers
- Balance cash drawer daily
- Responsible in monitoring and paying other types of payments
- Provides customers information about bank and services

REFERENCES

- **LILY MAE JOQUINO**
ASSESSMENT CLERK- ST.THERESE MTC COLLEGES INC. MAGDALO, ILOILO CITY
- **MA. THERESA G. GEONIGO**
ACCOUNTING IN CHARGE- ST.THERESE MTC COLLEGES INC. MAGDALO, ILOILO CITY
- **LIZA GLO-ANNE TRISTE**
HR- ILOILO SOUTH PALAWAN PAWNSHOP EXPRESS PERA PADALA
- **AMEENA BAILOON**
DM- HABIB BANK AG ZURICH
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I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.