



# Diana Jane D. Tabinas

## Accounting & Bank Teller

Analytical, detail-oriented professional with 2 years and 6 months experience in providing exceptional customer service, administering customer transactions, and promoting company offerings in the banking industry.

Accounting Staff with 7 months of experience compute monthly mark-up, inventory/audit, claims In-charge. History and expertise in Microsoft Office.

## Contact

### Phone

(0936) 259 4489

### Email

dianajanetabinas8@gmail.com

### Address

Zone 2, Patrocinio, Claveria, Misamis Oriental

## Education

2011

**PRIMARY**

PATROCINIO ELEMENTRAY SCHOOL

2015

**SECONDARY**

PATROCINIO NATIONAL HIGH SCHOOL

2019

**TERTIARY**

TAGOLOAN COMMUNITY COLLEGE

## Expertise

- Microsoft Office
- Basic Programming
- Computer Hardware

## Language

English

Filipino

## Experience

**September 2019-March 2022**

**M Lhuillier Philippines Inc.,  
Bank Teller**

- Administer the balancing of the daily transactions and branch's vaults, Automated Teller Machines(ATM's)
- Leverage organizational and prioritization abilities, And efficiently process 50+ transactions per day.
- Establish strong credibility with clients by providing accurate information to address concerns regarding their transactions and other bank products, resulting in achieving the highest rate of customer loyalty and retention.

**March 2022- October 2022**

**Golden Century Marketing  
Accounting Staff**

- Handling Booking & Van salesman, monitor and check reports, sales collection, and accountability report, posting to peach tree weekly expenses and mark up.
- Monitor Company Claims, Listing fee, Display Allowance, Trade deals, Promo, etc.,
- Merchandiser Record In charge, Check their records and DTR per 15 days, and make summary for transportation and make SOA of all merchandiser.

### SEMINARS/TRAINING ATTENDED

- Labor Employment for Graduating Students (LEGS) - Tagoloan Community College January 18, 2019
- Jewelry Appraisal. March 2021
- Anti- Money Laundering Act (AMLA). September 2021
- Virtual Assistant(VA). Ju;y 2022

## Reference

**SHERWIN DUROHOM**

Finance and Admin Officer