



# Diana Jane Tabinas

Bank Teller/Accounting  
Staff&Virtual Assistant

## CONTACT ME

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Claveria Misamis Oriental
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- (0936) 259 4489

## EDUCATION

**BS Information Technology**  
**Tagoloan Community College**  
2015-2019

**Secondary**  
**Patrocinio National High School**  
2011-2015

**TERTIARY**  
**Patrocinio Elementray School**  
2005-2011

## SKILLS

Customer Service  
Computer  
Critical Thinking  
Time management  
Creativity

## EXPERTISE

Microsoft Office  
Google Sheets  
Peach Tree  
Drop box

## LANGUAGE

English  
Filipino

## WORK EXPERIENCE

Septmber 2019-September 2021

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

- Administer the balancing of the daily transactions and branch's vaults. Authomated Teller Machines(ATM's)
- Leverage organizational and prioritization abilities, And efficiently process 50+ transactions per day.
- Establish strong credibility with clients by providing accurate 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.

October 2021-March 2022

**Golden Century Marketing**  
**Accounting Staff**

- Handling Booking and 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.,
- Merchandise record in charge, Check their records and DTR per 15 days, and make summary for transportation and make SOA of all merchandise.

April 2022-November 2022

**Direct Client/Part time**  
**Virtual Assistant**

- Calendar management and coordination (scheduling/rescheduling meetings, time-zone management, etc.)
- organized to keep track of assignments
- Answer emails and phone calls from customers. Make travel arrangements. Schedule appointments. Also cold calls.

**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). July 2022

## REFERENCES

**Glendo G. Nain**  
Branch Manger/M Lhuillier  
Philippines Inc.,

**Robert B. Rodriguez**  
Supervisor/Golden Century  
Marketing