



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
Xero
Drop box
Outlook
Quickbooks
Calendly

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.,
- Merchandiser record in charge, Check their records and DTR per 15 days, and make summary for transportation and make SOA of all merchandiser.

April 2022-December 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