BRYAN

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Professional Summary

a professional with a 5-year work experience in one of the largest money remittance/exchange companies in the Philippines and even worldwide. His experience includes, but not limited to, being a vault custodian, cash teller, front line associate, jewelry appraiser and customer service associate. He possesses exceptional computer skills, with adept knowledge and experience in Microsoft applications and has the capacity to handle cash transactions fast, accurate and reliable to ensure customers’ satisfaction.

Professional Experience

**M. Lhuillier Financial Services, Inc.**

***Vault Custodian, Jewelry Appraiser, Cash Teller and Front Line Associate***

***(2011 to 2015) Makati City, Philippines***

M. Lhuillier is one of the most established business shop in the country. Aside from pawning business, they are also famous for their "Kwarta Padala" promo which helps millions of people not just here in the city but as well as in the entire country.

M. Lhuillier is a non-banking financial institution provides pawnbrokering, money remittance,money exchange, insurance, bills payment, remit-to-account, corporate payout, collections, and e-loading services.

***Vault Custodian***

As vault custodian, primary responsibility is the accuracy of the daily cash count and inventory of jewelries stored inside the vault.

Responsible in moving cash from the branch to bank and vice versa.

Entrusted with the combination of the vault password, I had the sole access to the vault.

***Jewelry Appraiser***

Undertook one week training on how to appraise all kinds of jewelries (e.g. gold, diamond and pearl).

Responsible for receipt of jewelry pawned by customers, karat reading, weighing and appraising.

Decide on the value of the jewelry equivalent to cash.

***Cash Teller / Front Line Associate / Customer Service***

Handling daily cash transactions, such as regular send in and pay out from and to local customers.

Handles pay out and send out money remittances from and to our corporate partners abroad.

Handling bills payment, answering customer queries either through phone or direct.

Issuance and selling out company insurance.

Can deal and manage rude customers and remain sane.

Possess high technical expertise on MS word, MS excel, MS powerpoint and emails.

**Mejorada and Mejorada Law Firm**

***Associate / Office Clerk / Trainee***

***(2008 to 2010) Dipolog City, Philippines***

Experienced handling office work.

Reporting directly and assist to the needs of the lawyer-associates of the firm.

Paper works, encoding data to the database, scanning.

Core Competencies

* Efficient, professional and organized
* Team player, able to work under pressure and with less supervision
* Knowledgeable in computer and information technology
* Excellent written and verbal communication skills
* People skills and leadership qualities
* Technically proficient with MS Office, Windows and the Internet

Educational Background

**Andres bonifacio college** (College Park, Dipolog City, Philippines)

**Bachelor of Science in Computer Science,**

Tertiary Education, March 2009

**Liloy national high schooL** (Liloy, Zamboanga del Norte, Philippines)

Secondary Education, March 2003

Personal Background

Age: Turning 31 Citizenship: Filipino

Birthdate: 13 August 1986 Civil Status: Single

Height: 5’6’’ Religion: Roman Catholic

Weight: 130 lbs. VISA Status: **Tourist Visa**

Sex: Male **“can join immediately”**

Character Reference

*Available upon request*