# **C:\Users\Joy-jovie\Documents\2x2.jpgENRIQUEZ**

# [**ENRIQUEZ.367267@2freemail.com**](mailto:ENRIQUEZ.367267@2freemail.com)

**OBJECTIVES:**

To gain employment that would fit my qualification, contribute all my capabilities in a continuously growing company, and to have opportunity to utilize my interest and abilities towards career development.

## **EMPLOYMENT HISTORY**

**TELLER COORDINATOR / ADMIN ASSISTANT JAN 2014 – MAR 2016**

**Customer Frontline Solutios Inc. (CFS)**

MERALCO – Bacoor Business Center, Bacoor, Cavite, Philippines

**Duties and Responsibilities:** Provide general administrative and clerical support including mailing, scanning, faxing and copying to management. Maintain electronic and hard copy filing system. Perform data entry and scan documents. Prepare and modify documents including correspondence, reports, draft, memos and emails and maintain office supplies for department.

Responsible for the collection of payments for monthly electrical bills, installment payment agreement (IPA), bad debt, written-off, and pre-paymentsResponsible for the reconciliation of daily collection and submission of daily report to the Cash Revenue **.** Teller Coordinators perform many of the same task that regular tellers do. They are also the one who coordinates the work and schedule of tellers.

**BRANCH TELLER (Front liner) DEC 2007 - DEC 2013**

**MERALCO-Outsourced Telleserve Corporation**

MERALCO Rosario Business Center, General Trias Drive, Rosario, Cavite, Philippines

**Duties and Responsibilities:** Responsible for the collection of payments for monthly electrical bills, installment payment agreement (IPA), bad debt, written-off, and pre-paymentsResponsible for the reconciliation of daily collection and submission of daily report to the Teller Coordinator **.** Responsible for rendering excellent customer service

**MONEY SORTER DEC 2005 - DEC 2006**

**East West Bank – Bacoor Branch**

Aguinaldo Hi-way Niog, Bacoor, Cavite, Philippines

**Duties and Responsibilities:** Sorting of moneys, money arranged in a certain sequence based on the color of the money and detect counterfeit moneys.

**OFFICE STAFF MAY 2005 – AUG 2005**

**HRD (S) PTE. LTD.**

Cavite Economic Zone Rosario, Cavite, Philippines

**Duties and Responsibilities:** Estimate areas of Japanese house and we are the one responsible in computing the clean air that will comes in and dirty air that will go out of the house in a range that will good enough for the house and the people to be ventilated

**EDUCATION:**

**College** **De La Salle University- Dasmariñas**

**Bachelor of Science in Business Administration**

Major in Business Management

Year Graduated: 2005

**High School** **Saint Augustine School**

Tanza Cavite

Year Graduated : 2001

**SEMINAR ATTENTED:**

November 14,2009 “ Detecting Counterfeit Bills” by Ms. Remedios S.Ilagan facilitator of Bangko Sentral ng Pilipinas.

September 09, 2006 “ Counterfeit Detection Seminar” by BSP

March 04, 2005 “ English Profiency” by DLSUD Professors

January 17, 2005 “ Pre-Employment Seminar” by DLSUD Professors

September 24, 2003 “The E-Way of Doing Business” by DLSUD Professors

September 09,2003 “Leadership Through Effective Communication”

September 05, 2003 “ The Power to Succeed Competent”

#### **SKILLS:**

**Computer Skills** Have Knowledge in Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.

**Interpersonal Skills** Ability to work with others and to win cooperation from people in a group