# ROCKY

# ROCKY.357553@2freemail.com

# Personal

**Summary** A highly motivated and hardworking individual withanexperiencefor more than a year as a Cash Management Associate (Wealth Development Bank) and three years as an AdministrativeAssistant (Santa Barbara Homeowners Association, Inc.), with excellent admin skills and a thorough knowledge of all Microsoft Office programs. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I can work well under pressure and adhere to strict deadlines. With professional work ethics as a teammember.

# Experience Cash ManagementAssociate

Wealth Development Bank Corporation Cagayan de Oro City, Philippines

*May 2015-November 2016*

Responsiblefordeliveringasuperbcustomerserviceexperiencetoour clients. The Cash Management Assistant will perform assigned duties under the general supervision of the BranchManager.

Duties:

* Cash handling: Accurately process customer cash,check, transfer, and statement transactions, with a balanced or reconcileddrawer.
* Customer service: Greet and guide customers in a friendly and professionalmanner.
* Electronic Funds Transfers: Process recurring anddaily electronictransactions.
* Handling general clerical duties: filing; photocopying;preparing correspondence; answering telephone; and dataentry.
* Assisting clients with theirconcerns.
* Pick up deposit fromclients.
* Pick up cash assistance from depositorybank.
* Maintaining customer accounts andfiles.
* Prepares weekly, monthly, and quarterly reports from thebank operations.
* Accounting.

# Administrative Assistant

Santa Barbara Homeowners Association, Inc. Cagayan de Oro City, Philippines

*September 2012-May 2015*

Responsible for being the first point contact for the developer, contractors, landlords, and tenants and ensuring that each concern will be dealt with properly.

Duties:

* + Keep records of the homeowner, tenants, contractors,and maintenance stafffiles.
	+ Provide advice and assistance to homeowners andtenants.
	+ Dealing with any property maintenancerequirements.
	+ Managing suppliers and third partycontractors.
	+ Dealing with the transactions of the daily operations of the subdivision.
	+ Ensures that all the necessary permits, license, taxes, and other matters are properly prepared, processed and paid before it’sdue.
	+ Reports to the association officers in a daily, weekly,and monthlybasis.

**Education** Bachelor of Science Major inManagementAccountingLiceo de Cagayan University, Cagayan de Oro City, PH Graduate. March2012

|  |  |  |
| --- | --- | --- |
| **Personal Information** | **Date of Birth:** | 21st July 1985 |
|  | **Gender :** | Male |
|  | **Nationality :** | Filipino |
|  | **Languages : Visa Status :** | English and FilipinoTourist visa valid until 9th May 2017 |

I hereby certify that all the above information is true and correct through the best of my knowledge and belief.