WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

- 2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.
- Duration: January 30,2023-February 7, 2024
- Position: Teller
- Name of Office/Unit: Lamac Multi-Purpose Cooperative/Sogod Branch
- Immediate Supervisor: Benzenil P. Neri
- Name of Agency/Organization and Location: Lamac Multi-Purpose Cooperative, Sogod Southern, Leyte
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for cash transactions including receiving client's office payments, loan releases, and office expenses.
 - Encoding payment receipts from the field officers to the system, checking and balancing
 - the cash on hand and the amount on the receipts, and making end-of-the day cash reports.
- Duration: February 27,2019-August 19,2019
- · Position: Team Leader
- Name of Office/Unit: Check-out Department
- Immediate Supervisor: Hazel Quismundo
- Name of Agency/Organization and Location: Puregold Price Club, Inc. -Bato, Leyte Branch
 - List of Accomplishments and Contributions (if any)
 - Summary of Actual Duties
 - Responsible for Check-out transactions including handling Cashiers and Cashier's cash transactions, Baggers, and Customer Service.

o Performing tasks given by Check-out supervisor and Branch Manager.

(Signature over Printed Name of Employee/Applicant)

Date: 05 22/2025