



REJANE A. SANCHEZ
CUSTOMER SERVICE REPRESENTATIVE

CONTACT

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Buhay Ormoc City
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EDUCATION

BS in Management Accounting
University of San Carlos Main Campus
Cebu City
2006-2010

SKILLS

- Proficiency in Microsoft Office Program
- Excellence in Oral and Written Communication
- Simple Bookkeeping
- Financial Planning
- Expense Reporting
- Administrative Tasks

CERTIFICATES AND TRAININGS

Cheese-Making and Vegetable Processing
Department of Agriculture, Ormoc City
November 2017
Rope Rescue Training
City Disaster Risk MAnagement,Ormoc City
September 2017
Simple Bookkeeping
Tuluyan San Benito,Malate Manila
August 2016
Counterfeit and Forgery Detection
Bank Frauds Seminar
Anti-Money Laundering Act Seminar
Land Bank of the Philippines
November 2012-November 2015
Professional Career Service Eligibility
Issued by Civil Service CommissionApril
2010,Top 6 Regio

CHARACTER REFERENCES

Joseph Ronald Perin
Operations Supervisor
Empower Marketing Inc, Cebu Branch
+639257429790

Regie A. Pepito,CPA
Senior Customer Associate
Land Bank of the Philippines-Cebu Osmena
+639421948011

Khirsty Mae O. Filio
Lead,Training Shuttle
Teekay Business Process Service,Makati
+639088686911

PROFESSIONAL SUMMARY

A goal-oriented, reliable and persistent management accounting graduate with a 4 ¾ professional experience in banking and finance which involved sorting and balancing assets, opening Philippine and Foreign currency bank accounts and assisting customers with their bank queries. Equipped with financial planning and organizing skills combined with passion to deal with and serve people leading to an effective customer and client care. Enthusiastic in conducting training about health, wellness and financial independence. Shows eagerness and inclination towards missionary, voluntary and social work.

WORK EXPERIENCE

Sales

District Sales Supervisor
Empower Marketing Inc. – Cebu Branch
January 2018- present
- conducts Wellness and Health Orientation, Product and Marketing Plan Orientation to a range of prospective clients
-generates leads, meets or exceeds monthly sales target from Bohol, Leyte, Negros Oriental and Bantayan
-follows up purchases and gives aftercare to ensure customer satisfaction
-updates promotions, price and announcements
-prepares weekly and monthly report

Social Work

Socio-Pastoral Apostolate
Tuluyan San Benito- Malate, Manila
February 2016- September 2017
-conducted formation and training session, livelihood skills training and income generating activities to street dwellers
-coordinated with Benefactors with Medical Mission,Free Clinic Services, and Health Programs
-in charge of the Mobile Literacy and Feeding Program for Street Children and Cemetery Dwellers

Management Accounting

Customer Associate
Landbank of the Philippines- Osmena Branch Cebu
July 2011-September 2012 November 2015
-served customers by completing account transactions:
-received deposits,loan and bills payments,cashing checks, issuing savings withdrawals and opened Philippine and Foreign currency Bank account
LBPSC- Cebu Osmena Branch Cebu
July 2011-September 2012
-sorted cash(fit,unfit,mutilated)

Bookkeeper
City Savings Bank- Head Office Cebu City
February 2011- June 2011
-reconciled reports to our client's records thru preparing banks statements
- recorded daily transactions of deposits, withdrawals, loan payments and outgoings, posted them to the bank' system and sent them to the officer in charge for consolidation.
-balanced ledgers and prepared monthly reports

