

JOHN PHILLIP AUGUSTUS P. ROJAS

ABOUT ME

My name is John Phillip Augustus P. Rojas, 25 years old, single and Filipino. I am well oriented, and I make specific timed goals whether set by the company or the management or by me. Regardless of who set them, I put all effort in making sure that these goals are met within the specific time frame. I can easily adapt and work in different environment.

WORK EXPERIENCE

PHILIPPINE NATIONAL BANK| TELLER

March 1, 2022 - Present

- Handle transactions for customers, including cash deposits and withdrawals, fund transfers, check encashments and check deposits, bills payments, foreign currency conversions etc.
- Identify customer needs, provide information on new products and services, and direct customers to branch officers or representatives as needed.
- Generate end of day reports at the end of shift.
- Provide a high level of customer service, offering answers and assistance.

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR| ADMINISTRATIVE AIDE III

August 9, 2018 - December 3, 2021

- Recorded registers including certificate of birth, marriage and death.
- Prepared monthly and annual accomplishment reports.
- Prepared Statistical Data of Births, Marriages and Deaths
- Encoded civilly registered documents on PhilCris.
- Assisted clients on various concerns.

EDUCATION

TERTIARY - CATANDUANES STATE UNIVERSITY

Bachelor of Science in Business Administration Major in Marketing Management

JUNE 2014 - MARCH 2018

SECONDARY - BATO RURAL DEVELOPMENT HIGH SCHOOL

JUNE 2010 - MARCH 2014

PRIMARY- BATO CENTRAL ELEMENTARY SCHOOL

JUNE 2004 - MARCH 2010

REFERENCES

KATHERENE B. VERGARA

Phone: 09083114784

JUANITO S. UY

Phone: 09268522221

RANDY T. TORRECAMPO

Phone: 09765107392



CONTACT

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SOFTWARE

- Excel
- Word
- PowerPoint
- Outlook
- Photoshop

SKILLS

- ✓ Team work
- ✓ Creativity
- ✓ Adaptability

LANGUAGES

Filipino: Native

English: Advanced