



# Rendon Bryan Rezano



Dubai, United Arab Emirates, 111311



+971562382004



+639672471614



rendonrezano91@gmail.com

## SKILLS

- Sales Techniques
- Stock Inventory management
- Organizing Documents
- Client Management
- Cash Handling Skill
- Exceptional Customer Service
- Analytic and Critical Thinking
- Microsoft Office Efficient
- Cash Drawer Balancing
- Organizational Leader

## INTERESTS

- Music
- Sports
- Business
- Motorcycle
- Food

## LANGUAGES

- English / Full Professional Proficiency
- Filipino / Full Professional Proficiency

## SUMMARY

Exceptionally organized and focused, demonstrating an outstanding aptitude to manage various tasks in a fast-paced working environment. Friendly and approachable Customer Sales Assistant with years of experience working in the number one Bank in the Philippines. Experienced in logistics, document and business permit liaise, stock inventory, bookkeeping, audit compliance, and banking.

## EXPERIENCE

### Customer Service Associate - Teller

*BDO Network Bank, Davao City Philippines*

*November 2019 – February 2023*

*Robert B. Calvo – Branch Manager / +639480290937*

- Telling inside the bank, deposit, and withdrawal transactions.
- Marketing bank products and services.
- Update the client's account regularly.
- Transact Pick-up deposit.
- Organized and kept clients' information documents.
- Entertain walk-ins opening accounts.
- Giving excellent banking services to clients.

### SAP Analyst and Encoder

*San Miguel Foods Corporation, Davao City Philippines*

*May 2018 – March 2019*

*Jenalyn B. Recalde – Supervisor / +639082155694*

- Engage in using SAP software to run and organized transactions.
- Pick the order on the SAP system and release the Purchase Order to complete the transaction of the logistics.
- Doing inventory to the cold storage regularly.
- Organized and keep all transaction records and kept the inventory balance.

### On-the-Job-Training

*Holy Cross of Davao College Inc. OSA Office, Davao City, Philippines*

*June 2017 – March 2018*

*Armando C. Dura – Director of OSA / +639089942173*

- Entertain students' inquiries about the school's programs and regulations.
- Accept and release the graduate school request of honourable dismissal.
- Do the office daily task and update records timely.
- Organizing the records and safe-keeping it regularly.

## EXPERIENCE

### ***Liaison/ Tool Keeper***

*(AMCS) Agustin Margallo Construction Services, Davao City, Philippines*

*January 2014 –June 2017*

*Agustin C. Margallo – Owner/Contractor / +639068007729*

*Myra Navasca Gonzales – HR Officer / +639979380210*

- *Act as a key point of contract between the construction firm, clients, sub-contractors and suppliers.*
- *Maintain accurate records of project details, including contracts, permits and relevant documentation.*
- *Maintain inventory tools and equipment, including procurement, storage and maintenance.*
- *Conduct regular inspection and implement inventory control procedures to minimize loss and maximize efficiency.*

## EDUCATION

### ***Bachelor's Degree***

*Bachelor of Science in Business Administration*

*Major in Financial Management*

*Year 2018*

*HOLY CROSS OF DAVAO COLLEGE, INC.*

*Davao City, Philippines*

## PERSONAL INFORMATION

<i>Date of Birth</i>	<i>: August 6, 1991</i>
<i>Place of Birth</i>	<i>: Davao City, Philippines</i>
<i>Sex</i>	<i>: Male</i>
<i>Height</i>	<i>: 5'10"</i>
<i>Weight</i>	<i>: 169.77 lbs.</i>
<i>Civil Status</i>	<i>: Married</i>
<i>Religion</i>	<i>: Roman Catholic</i>
<i>Citizenship</i>	<i>: Filipino</i>
<i>Driver License</i>	<i>: Philippines</i>