

GERALDINE P. PABLO



CONTACT

📍 144 Neptali Gonzales St. Mandaluyong City
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SKILLS

Computer Literate
Multitasking
Good Communication
Proficient in Microsoft Office (Word, Excel, Powerpoint)

ACHIEVEMENTS & AWARDS

NC II Passer (2017) - Customer Service
NC III Passer(2018) - Events Management

OBJECTIVE

I want highly rewarding career where I can use my skill and knowledge to help the company and my co workers be successful.

EXPERIENCE

Robinsons Bank Corporation

2019 - 2022

Operations Processing Assistant- 2

Reconciliation of Western Union Transactions

Supporting Branches to their Concern about WU and Managers Check

Maker Of Managers Check

Proceesing Payroll and RRHI Suppliers

Robinsons Land Corporation

July 2018 - Oct 2018

Treasury Staff/ Billing and Collection

Give the Unit owners their Billing Statement

Collecting Dues and Utilities

Bank Deposit

Curo Teknika

2016 - 2017

Network Support Associate

Answering Incoming Calls

Supporting Client to their Concern

Give Client Satisfaction

Multitasking

EDUCATION

Rizal Technological University

2018

Bachelor Of Science in Office Administration Major in Office Management

REFERENCE

Sylvia Herrera - Robinsons Bank Corporation

OPERATIONS PROCESSING HEAD

09208511931

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