



# ASHLEY RENDAJE

## OBJECTIVE:

To obtain a position where I can contribute and enhance my knowledge, skills and capabilities with opportunity which I believe in the long run would benefit the institution as well as my own personal aspiration.

## CONTACT

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## SEMINARS/TRAININGS ATTENDED:

- **SEMINAR ON THE ANTI-MONEY LAUNDERING LAW**  
Bangko Sentral ng Pilipinas
- **BRIEFING ON PAWNSHOP REGULATIONS**  
Bangko Sentral ng Pilipinas
- **Basic CISCO Networking, Certification and Standards**  
University of San Agustin - Gen.  
Luna St. Iloilo City, Philippines
- **Practical Applications of Multimedia**  
University of San Agustin - Gen.  
Luna St. Iloilo City, Philippines
- **Seminar on Robotics**  
University of San Agustin - Gen.  
Luna St. Iloilo City, Philippines
- **IT Job Certification Seminar**  
University of San Agustin - Gen.  
Luna St. Iloilo City, Philippines

## EDUCATION

University of San Agustin | Iloilo, Philippines

Bachelor of Science in Information Technology

## EXPERIENCE

April 18, 2022 – August 31, 2023

**Teller/Service Associate | Cavite United Rural Bank Inc. | Iloilo, Philippines**

### DUTIES AND RESPONSIBILITIES:

- Responsible in handling clients' financial transactions including cash deposits, cash withdrawals and loans payments.
- Addresses client's inquiries and complaints.
- Records daily bank transactions.
- Complies with bank policies and procedures.
- Performs other official duties that maybe assigned by the Branch Manager or other Superior Company Official.

June 2015 – December 9, 2021

**Appraiser/Teller | Henry Lhuillier Pawnshop & Jeweler | Iloilo, Philippines**

### DUTIES AND RESPONSIBILITIES:

- Responsible in receiving and appraising the items to be pawned by the customer.
- Evaluates and decides the genuineness/authenticity of the items and determines the karat and weight for gold items and the clarity, karat, color and cut for diamonds.
- Verifies the information provided by the customer and ensures that the item and all necessary information is on the envelope before sealing and storing it in the vault.
- Counter check the cash given by Teller before handling it over to the customer.
- Performs other official duties that maybe assigned by the Branch Manager or other Superior Company Official.

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## EXPERIENCE

November 2013 – May 2015

### **Vault Custodian | Henry Lhuillier Pawnshop & Jeweler | Iloilo, Philippines**

#### **DUTIES AND RESPONSIBILITIES:**

- Tasked to safeguard the custody of all pawned items and cash supply of the branch.
- Receives cash from the Head office.
- Handles petty cash disbursement.
- Conduct physical inventory of all pawned items and prepare the list of all jewelries to be auctioned.
- Perform the duties as Reliever-Appraiser during the absence of the Appraiser assigned in the branch.

September 2013 – October 2013

### **Teller | Henry Lhuillier Pawnshop & Jeweler | Iloilo, Philippines**

#### **DUTIES AND RESPONSIBILITIES:**

- Responsible for attending the customers who are paying the interest of their pledge items.
- In charge of computing interest payable.
- Verifies customers provided information and prepares necessary documentation needed to redeem or pawn an item.
- Enter customers' transactions into computer in order to record transactions and issue computer generated receipts.
- Performs other official duties that maybe assigned by the Branch Manager/OIC or another Superior Company Official.

July 19, 2012 – October 1, 2012

### **On The Job Trainee | Registry of Deeds | Iloilo, Philippines**

#### **DUTIES AND RESPONSIBILITIES:**

- Perform clerical duties, organized documents, encoding, sort and manage files.
- Answer phone inquiries, direct calls and provide basic company information.
- Review files/records and other documents to obtain information on respond to employees' request.

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## REFERENCE

[available upon request]