

CELESTE CABANSAG DE LEON

Flat 102 Bldg 400 Al Fahidi Dubai UAE

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OBJECTIVE: Service minded of working experience providing full dedication and sincerity where my skills, knowledge and experiences will be utilized. Thereby elevating the department as well as the organization in advancing its mission and vision to improve quality at the highest standard.

WORK EXPERIENCE

- **CREDIT ASSISTANT**

BDONETWORK BANK INC. (A Rural Bank of BDO Unibank)

Savemore Bldg. Dubinan East, Santiago City Isabela, Philippines

August 16, 2016 – March 13, 2023

Job Description

- Marketing and selling credit cards to consumers, educating them on the terms and use of the cards as well as the prices and also present client's credit card needs to the organization and proffer ways to meet them.
- Answering questions about the product and recommends the right solutions and resolves customer complaints and ensures maximum client satisfaction.
- Manage day-to-day office operations, including maintaining supplies and equipment
- Coordinate with Co-worker if applicable
- Ensure a clean and organized office environment.
- Checking out and invoices, payments and bills.
- Serves as the first point of contact for clients, visitors and team members.
- Answers and direct phone calls and emails professionally specially queries about loans.
- Facilitate effective communication within the office.
- Coordinate appointments, meetings, and travel arrangements for team members.
- Manage office calendars to optimize time and resource allocation.
- Maintain and organize both physical and digital records and files.
- Ensure the security and confidentiality of sensitive information.
- Assist in budget management and expense tracking.
- Handle, generating and sending invoices to customers, tracking payments, following up on overdue accounts, resolving billing discrepancies and maintaining accurate records of financial transactions.
- Handling cash transactions with customers, collecting payments, issuing receipts and refunds.
- Help Organize company events and team building activities.
- Liaise with vendors and suppliers to ensure timely delivery of office equipments and office supplies.

- **COMISSION SALES ASSOCIATE**

Empowered Consumerism Platform

301, 319, 320 AIC Burgundy Empire Tower Cor. Garnet and Sapphire Streets, Ortigas Center Pasig City, Metro Manila, Phillipines

November 27, 2022

- **RECEPTIONIST**

Amity Hotel

National Highway, Cauayan City, Isabela, Phillipines

June, 2015-June, 2016

Job Description

- Greeting incoming guests and welcome them to the hotel
- Confirmed reservation, explain hotel amenities, give directions to room, and produce room key
- Take bookings and maintain the reservation calendar
- Checking out and invoices, payments and bells.
- Ensure that the guest areas are clean following our hotel standards

- **LOAN ASSISTANT/TELLER/AUTHORIZER**

Philippine Resources Savings Banking Corporation (Merger to City Savings Bank)

Unit 103, G/F One Corporate Centre Julia Vargas Avenue Cor. Meralco, Ortigas Center, San Antonio, Pasig City, Metro Manila, Phillipines

April 14, 2014-April 27, 2015

Job Description

- Multi-tasking duties; Handling Finance function, Loan Processor, Teller, Authorizer of collection transaction, and counselling clients about their applying loan.
 - Prepare adjusting entries based from the reconciliation reports, Encode adjusting entries and performs other tasks that may be assigned by management.
 - Issues application forms to prospective client, requiring submission of documents and related papers that necessary in processing and granting loans.
 - Prepares weekly monitoring of approved accounts with corresponding credit findings.
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- **SALES SERVICE CLERK**
North East Construction Supply and General Merchandise
Maharlika Highway, Cauayan City, Isabela, Phillipines
November 2013-December, 2014

Job Description

- Greet customer and assist them in finding the products they are looking for.
- Answer customer inquiries and provide information on products, returns and store policies.
- Maintain the store’s appearance; ensure that the products are well-organized and presented in an attractive manner.
- Managing the POS system to administer refunds or process payments for customers.

SKILLS

- ❖ Teamwork
- ❖ Attention to Details
- ❖ Can Perform Multi Tasking Duties
- ❖ Flexibility
- ❖ Customer Service
- ❖ Positive Attitude

PERSONAL QUALIFICATION:

- ❖ Responsible and Trustworthy
- ❖ Hardworking and willing to learn
- ❖ Able to learn quickly, demonstrate flexibility and persistence
- ❖ Can work independently or with a team

SEMINARS AND TRAINING ATTENDED

- ❖ **BASIC NURSING SKILLS ENHANCEMENT PROGRAM**
FirstCare Development Review and Tutorial Center
Aurora Boulevard Cor.Seattle St., Cubao Quezon City, Metro Manila, Phillipines
November 27, 2022
- ❖ **SIGNATURE VERIFICATION**
BDO North Tower Makati Ave. Makati, Metro Manila, Phillipines
FEBRUARY 18, 2019
- ❖ **JUNIOR FINANCIAL EXECUTIVES**
Isabela State University
San Fermin, Cauayan City Isabela, Phillipines
December 03, 2013

EDUCATIONAL BACKGROUND:

BSBA	2010 - 2014 Isabela State University Bachelor of Science in Business Administration Major : Banking and Finance San Fermin, Cauayan City, Isabela Philippines
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REFERENCES:

Mr. Julius D. Ordinario

Area Head (Region 2)
BDONETWORKBANK INC. (A Rural Bank of BDO Unibank)
Savemore Bldg., Dubinan East, Santiago City, Isabela
August 15, 2016 – March 13, 2023
Contact No: +639954282447