



Harvy A. Sunga

Exchange Officer

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of myself and the company.

Contact

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Email

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Address

Villa 31, 12b St, Al Jafiliya,
Dubai, UAE

Education

2019

Bachelor of Science in Business Administration

Pampanga Colleges, Macabebe, Pampanga

Expertise

- Microsoft Office
- Computer Fundamentals
- Email Management
- Client Customer Service
- Team Leader
- Transaction Trackings
- Marketer

Language

English

Filipino

Experience

○ 2022 - 2024

Sta Monica Pawnshop INC (Exchange)

. San Fernando, Pampanga Philippines

Exchange Officer

1. Exchange Officer:

- Managed exchange systems and helped customers with inquiries and competitive rates.
- Improved customer service to attract more customers and increase company profits.

2. Pawning Item Officer:

- Checked devices, goods, and jewelry for authenticity and offered fair prices.
- Handled contracts and assisted customers with item claims and contract renewals.

3. Bills Payment Manager:

- Assisted clients with bill payments for a smoother process.
- Managed payment systems to ensure accuracy and timeliness.

4. Team Leader:

- Supported and trained team members to meet job requirements.
- Maintained good communication within the team for efficient work.

○ 2021-2022

ST. CLARENCE MARKETING | PAMPANGA, PHILIPPINES

OFFICE STAFF/MARKETER

○ 2020

MAXEYE CORPORATION | BATAAN, PHILIPPINES

TEAM LEADER/TECHNICIAN

Reference

Alvin C. Pernito

Accounts & Finance Manager

DMD Rent A Car

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George Jr Ballao Minas

Asst. Branch Manager

Wall Street Exchange

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