



**JINKY VILLANUEVA  
TALARO**

**CONTACT**

**0582684468**

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**Sharjah, UAE**

**EDUCATION**

**MARIANO MARCOS  
STATE UNIVERSITY**

**Batac City, Ilocos Norte  
Philippines**

**Bachelor of Science in  
Cooperative Management**

**PERSONAL INFORMATION**

**Date of Birth: January 25, 1996**

**Religion: Roman Catholic**

**Nationality: Philippines**

**Civil status: Married**

**KEY SKILLS**

- Client needs analysis
- Claims reporting system
- Product Knowledge
- Guest Services
- Sales Goals
- Customer Complaint Resolutions
- Cash Handling Expertise
- Advanced Clerical Knowledge
- Point of Sales Knowledge
- Cash Drawer Management
- Products and Service Sales

**REFERENCES**

- Catherine Sagun  
Accountant  
Sarrat Namnama Multi-  
Purpose Cooperative  
09203903049
- Irene Layag  
Agrarian Reform Program  
Officer I  
09511307351

**Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Skilled in providing efficient and competent service. Able to handle duties without supervision.**

**PROFESSIONAL EXPERIENCE**

**SARRAT NAMNAMA MULTI-PURPOSE COOPERATIVE**

**CASHIER/TREASURER**

**JANUARY 2019 – JUNE 2024**

- Collect payments and make change for customers who pays cash
- Exchanging foreign currency
- Refers to prices sheets and sale bulletins to ensure prices are up to date
- Provides a positive customer experience with friendly and courteous way
- Make a daily over-all cash counts remitted from all departments
- Processing deposits and withdrawals
- Follows banking procedure made by the company
- Opening and closing accounts as required for members
- Promoting the banks products and services, such as checking and savings accounts, loans and certificates of deposit CDs).
- Dealing with customer queries
- Using banking software to update account information
- Introducing new members to the banking platform and software
- Maintaining and analyzing bank records
- Preparing loan applications as needed
- Follow bank security and compliance procedures
- Balance cash drawer and reconcile discrepancies
- Verify customer identification
- Recording transactions which involves logging checks and preparing transaction reports
- Counting and packaging currency

**SARRAT NAMNAMA MULTI-PURPOSE COOPERATIVE**

**GENERAL CLERK**

**AUGUST 2017-DECEMBER 2018**

- Copy, file and update paper and electronic documents
- Prepare office documents
- Collect information and perform data entry
- Updating and computing quarterly interest on deposits
- Uses cash register to process sales by scanning items and totaling purchases
- Facilitates return transaction
- Maintain clean and tidy checkout areas
- Bags purchases as needed
- Receiving bills transactions using the ECpay system and collecting payments and provide proper change.
- Assist sales transaction/teller in the marketing department

**SARRAT NAMNAMA MULTI-PURPOSE COOPERATIVE**

**ON THE JOB TRAINING**

**JANUARY –MARCH 2016**

**COOPERATIVE BANK OF ILOCOS NORTE (MARCOS-BRANCH)**

**ON THE JOB TRAINING**

**OCTOBER - DECEMBER 2015**

- Act as assistant Loan Clerk
- Prepares cash flow of client
- Checking loan application of members
- Organizing and filing of loan documents
- Assisting clients in opening and closing bank accounts