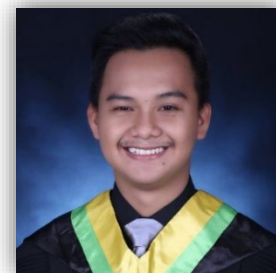


Allan Reymond Parone



Contact

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Languages

English, Filipino

Education

Bachelor of Science in
Information Technology (IT)
Marinduque State College
2017

Key Skills

Customer service
Cash handling
Gold appraisal
Sales & Marketing
Data entry
Detail-oriented
Communication
Problem-solving
Time management
Team-player

Technical Skills

Microsoft Office (MS
Word, Excel, Powerpoint,)

Troubleshooting
(Computer network,
hardware, and software)

Internet Satellite Dish
(Monitoring, repairing and
troubleshooting)

Summary and Objective

Detail-oriented and efficient Business Client Relations Associate with more than 1+ year of experience in handling financial transactions and ensuring accurate processing of remittances (international and local), gold sale and appraisal. Also equipped with combined 2.5 years of administration and computer/internet technical knowledge and experience.

Seeking to utilize my strong organizational skills and attention to detail to contribute to the smooth operation of a reputable financial institution.

Experience (Philippines)

Business Client Relations Associate (Money exchange) – 2023 to 2024

Internet Satellite Dish Technician (Satellite Broadband Service Provider) – 2021 to 2022

Admin Assistant (Bank) – 2019 to 2020

Cyber Café Operator (Cyber Café) – 2018 to 2019

Community Development Assistant II (Government) – 2017

Business Client Relations Associate – Apr 2023 to Sep 2024 (1 yr & 5 months)
PJ Lhuillier Group of Companies (Cebuana Lhuillier)
Marinduque, Philippines

Responsibilities:

- Processing money remittances (international and local)
- Processing gold sale and appraisal
- Offering health insurances to customers
- Assisting customers with product selection, orders and returns
- Preparing and submitting reports for upper management
- Implementing and maintained security procedures, policies and protocols to protect customer and employee data
- Assigned in different branches (a day's notice) as per management advise

Internet Satellite Dish Technician – Sep 2021 to Feb 2022 (6 months)

WIT (We are IT Philippines)

Marinduque, Philippines

Responsibilities:

- Monitoring, reconfiguring, repairing and troubleshooting all the internet satellite dishes installed by the company in local administrative entities (barangays) all over the province
- Ensuring 24/7 connectivity of the aforementioned internet satellite dishes.
- Coordinating with local administrative officials as required
- Preparing and submitting reports for the management

Personal Information

Nationality: Filipino

Gender: Male

DOB: Feb 14, 1997

Civil Status: Single

Hobbies: Gaming, internet

Admin Assistant – December 2019 to May 2020 (6 months)
Banco de Oro (BDO) thru HC Ducusin agency
Ortigas, Metro Manila

Responsibilities:

- Processing and tracking incoming card applications.
- Handling data entry and document management systems
- Maintaining proper filing systems
- Other responsibilities as assigned by the manager

Cyber Café Operator – 2018 to 2019 (1 year)
Gareth's Cyber Cafe
Boac, Marinduque

Responsibilities:

- Ensuring that the customers are provided an efficient and working computer system and internet connectivity
- Assisting customers when they have trouble or questions when using the computers
- Providing services such as encoding, printing, downloading and all other operations provided by the cafe
- Troubleshooting different kinds of computer programs, hardware and software
- Providing excellent customer care
- Maintaining cleanliness and orderliness of the place
- Keeping accurate records of logs and inventories of the shop
- Timing customers of the number of minutes or hours they will use the computer or internet

Community Development Assistant II – 2017 (6 months)
Department of Social Welfare and Development (DSWD)
Boac, Marinduque

Responsibilities:

- Visiting and interviewing indigent Filipinos who are members of 4P's (Pantawid Pamilyang Pilipino Program) all over the province for the program implementation
- Developing and maintaining strong, professional relationships with 4P members and the local community
- Preparing and submitting reports as required