




RACHEL LUNA, CHRA

- +971525869135
- chlsmtln@gmail.com
- Al Khail Gate, Al Quoz, Dubai UAE

 [linkedin.com/in/rachel.luna](https://www.linkedin.com/in/rachel.luna)

A Certified Human Resource Associate.

A highly motivated and results-driven Human Resource graduate with hands-on experience in management and operations. Currently serving as the Assistant Branch Manager at M Lhuillier, I have developed strong leadership, customer service, and team management skills. I am well-versed in overseeing daily branch operations, optimizing business processes, and fostering a positive work environment while supporting the overall goals of the company. With a solid foundation in human resources principles and a passion for organizational development, I am eager to contribute my skills in both HR and management to create value and drive success in future roles.

EDUCATION

Bachelor of Science in Human Resource Management

Colegio de San Juan de Letran Calamba - School of Business Management and Accountancy, 2022

Secondary Education

Little Shepherd Integrated Montessori Business and Science High School

Primary Education

Wawa Elementary School

WORK EXPERIENCE

ASSISTANT BRANCH MANAGER

Michel J. Lhuillier Financial Services (Pawnshop) Inc.
MLHUILLIER LUMBAN LAGUNA BRANCH

June 2024 - February 2025

- Responsible for the cash receipts and disbursement of transactions in accordance with the Company's policies and procedures.
- Safekeeping of cash and monitoring of denominations for convenience in cash transactions.
- Ensures exceptional customer experience, resolve issues, and provide product information.
- Implements sales strategies, promotes products, and meets sales targets.
- Conduct daily cash audits and reconciliations.

BRANCH TELLER

Michel J. Lhuillier Financial Services (Pawnshop) Inc.
MLHUILLIER LAGUNA BRANCH

November 2022 - May 2023

- Ensures compliance with Anti-Money Laundering (AMLA) and Know-Your-Customer (KYC)
- Responsible for day-to-day transactions.

CERTIFICATIONS

Certified Humanan Resource Associate

Passed 2024

Human Resource Educators' Association of the Philippines, Inc.

Certificate on Information Security and Data Privacy

Passed 2022

Eastwest Educational Specialist

SAP BASIC (LOGISTICS & FINANCIALS)

January 2021

Letran Calamba