

DANILYN QUINTANA

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✉ quintanadanilyn@gmail.com
📍 MJI Al Ain, UAE



CAREER OBJECTIVE

To seek a position where I can use my qualifications and skills to work with full honesty, loyalty & disposition & positive outlook on life, and to the pursuit of excellence in responsibility.

EDUCATION

Bachelor of Science in Business Administration

2013 - 2017 |
Naga College Foundation

Basic Education Curriculum (BEC)

2007 - 2011 |
Camarines Sur National High School

PERSONAL INFORMATION

- Date of Birth: October 5, 1995
- Nationality: Filipino
- Gender: Female
- Marital Status: Married

SKILLS

- Previous cash-handling experience in banking.
- Commitment to confidentiality and compliance with financial regulations.
- Communication Skills
(Verbal and written communication)
- Has extensive background in customer service excellent.
- Organizational Skills (Time management, Project management)
- Computer literacy (Proficient in Microsoft Word, Excel and Power Point)
- Flexibility in changing environments

EXPERIENCE

BANK TELLER

July 7, 2021 - March 30, 2025

CARD SME BANK A THRIFT BANK | LAGUNA, PHILIPPINES

- Process customer transactions, including deposits, withdrawals, payments, and transfers, while ensuring accuracy and compliance with bank policies.
- Handle cash balancing and drawer reconciliation at the end of each shift to maintain accurate records.
- Provide exceptional customer service, answering inquiries and offering tailored financial solutions.
- Promote and explain bank products and services, including checking and saving accounts, credit card, and loan options.
- Support the branch team with administrative tasks, filing, and data entry as needed.

ADMINISTRATIVE SUPERVISOR

August 2018 - May 12 2021

ST. PETER LIFEPLAN AND CHAPEL INC. | BICOL, PHILIPPINES

- Coordinates practical arrangements for the funeral that is respectful, professional, timely, and sensitive. This may include transferring the body to the burial site, providing transportation for the family, or arranging visitations and services.
- Provides knowledgeable and caring support to family and friends of the deceased, discuss the nature and time of funeral arrangements to be conducted.
- Tactfully discusses the options and preference for disposition of the remains; addresses and explains the costs of the funeral with family and/or friends of the deceased.
- Monitoring of accounts payables and accounts receivables.
- Monitoring and doing reports to be submitted during cut-off.
- Ensures paperwork is filed promptly and orderly consulting with family to obtain accurate and necessary information for completion

LANGUAGE

- English
- Filipino
- Bikol

ADMIN OFFICER

April 2017 - June 2018

LCC MALL | NAGA CITY, PHILIPPINES

- Organize, compile, update records and documentation
- Book meeting rooms, set up conference call and take messages and minutes during meeting
- Support the updates of timekeeping activities such as: input of sick, absence, leave, overtime to ensure accurate records are maintained
- Collaborate with other departments to assist with various projects as needed
- Develop and maintain a data entry system for tracking information and generate reports as needed.
- Assist in the recruitment and training of new office staff.

I hereby certify that above information is true and correct according to my knowledge and belief.



DANILYN QUINTANA

Applicant