



# JAKE BRYAN ALMEDILLA TRAJECO

## ASSISTANT BRANCH MANAGER

Have been working for about 3 years and was promoted as an Assistant Branch Manager in a remittance company. This job primarily responsible in customer care, money transferring, inventory of receipts and has engaged with customer service, conflict resolution, and possess a positive attitude. Aiming to use my proven skills to effectively fill any related position role in your company.

### CONTACT

**ADDRESS :**

Brgy. 09, Mamburao, Occidental Mindoro

**EMAIL :**

jakebryantrajeco030618@gmail.com

**CONTACT NO. :**

+63 93 6819 5290

### EDUCATION

**Occidental Mindoro State College**

BSBA-Operations Management

2015-2019

**Occidental Mindoro National High School**

I2011-2015

### WORK EXPERIENCE

### PERSONAL SKILLS

- Has good Communication and Interpersonal Skills
- Proven leadership and Teamwork
- Flexibility at work

**Mihuillier - Occidental Mindoro Branch**

Cashier/Teller (October 2019 - February 2021)

Assistant Branch Manager (March 2021 - Present)

- Handling renewal and redemption transactions of the branch
- Issuing counter and lost receipts to the customer
- Checking and balancing transaction referring to cash receipts and payments
- Conduct Cash count and Inventory at the end of the day's transaction
- Monitoring of daily transfers
- Handle customer complaints following company policies and procedures.
- Maintaining good customer relationships.



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