

# JASEE SULIT SANDRO

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## Curriculum Vitae



### Objective:

To join an organization that would provide me an opportunity to establish a recognizable career in both personal and professional level, in addition to be an active participant in the company success.

### Professional Experience

#### Secretary/Document Controller/Admin Assistant

##### Sky Line Consulting Engineers

Deira, Dubai U.A.E



**August 2017 – December 2018**

- Answer telephones, screens the calls and transfer to the concerned personnel.
- Assists and direct supports to MD with administrative duties and tasks.
- Manage an extensive and active diaries, Minutes of meeting, calendar of appointments and tasks.
- Receives catalogues and stores hard copies and electronic copies of all technical drawings, reports and related information in an orderly manner, in line with policies and procedures.
- Handle courier accounts and inbound and outbound courier packets.
- Prepares and compose oral and written communication directly and on behalf of the MD to staff and outside parties.
- Keep updated records of office/ task expenses and costs, making Invoice and Receipt for Payments, Monitoring Petty Cash, Visa Card, Online Payments and other expenses of Company.
- Accurately updates information as required.

#### Customer Service Associate (Teller and New Accounts)

##### Robinsons Bank Corporation

Ortigas- Quezon City, Philippines



**January 2016 – July 2017**

#### Teller

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies and Maintains customer confidence and protects bank operations by keeping information confidential.
- Following all bank financial and security regulations and procedures.

#### New Accounts

- Answer customers' questions, and explain available services such as deposit accounts, bonds and securities.
- Compile information about new accounts, enter account information into computers, and file related forms or other documents.
- Perform teller duties as required.

#### Customer Sales Associate

##### Adenip Incorporated (Folded & Hung)

Quezon City, Philippines



**January 2013 - December 2015**

- Welcome customers with a smile as they enter the premises.
- Provide customers with the product information and answer their queries.
- Respond to customers' requests and concern in a resourceful manner

## Operation Assistant

### DM Thermal Solution Electro-Mechanical Services and Supply

SBMA- Olongapo, Philippines



#### January 2012 - December 2012

- Keeping a track records of supplies and items required/needed by the company in line with policy and procedure.
- Provide support to Operation Manager as and when required
- Store, file and retrieve corporate documents and reports as and when needed.
- Perform general office administrative and clerical duties
- Maintain logs and spreadsheets for all office activities

#### Education/Awards/Training & Seminar Attended:

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##### Trainings & Seminars:

- **United Coconut Planters Bank**
  - On the Job Training
- **Robinsons Bank Corporation**
  - Counterfeit Detection Training
  - Signature Verification and Fraud Detection with Bank Security Training
  - Basic Branch Banking Operations Training
  - Customer Service Excellence

##### Achievements:

- Awards as Service and Dedication for Balance Cash without any discrepancies within Probationary period. (6 Months)
- Best Attendance in the branch without any absences.
- Employee of the Month for a Dual Role as Teller and New Accounts at the same time.
- Target Quota for Open Accounts, Personal Loan, Time Deposit as Best Branch of the Month.
- Customer Service Excellence "Responded to over 90 customer calls daily and solved 90% of their concerns.

##### Education:

#### Bachelor of Science in Business Administration (Major in Financial Management)

##### Kolehiyo Ng Subic

Subic Zambales, Philippines

Graduated: April 2015

#### Qualification & Technology Skills

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- Effective team member
- Possessing good communication and writing skills.
- Punctual and flexible
- Willing to learn and take on new task
- Ability to multitask and easily able to adapt to environment
- MS Office (Word, Excel, Power Point, Outlook)
- Sage Account Software (Peach Tree) (*Invoice and Journal*)
- Finacle Core Banking Infosys Software (*Bank Account System*)
- WUPOS (Western Union Point of Sale) (*Portal Operation System*)

##### Language Skills:

Tagalog: Native

English: Excellent

#### Personal Information:

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**Nationality:** Filipino

**Gender:** Female

**Date of Birth:** October 05, 1992

**Marital Status:** Single

**References:**

*Available upon request.*