

RLYN FONG - LACDAN

@ fongrlyn0@gmail.com

+639352673109

Blk 31 Lot 1 PH 1 Southville 5A Brgy.Langkiwa City of Binan,
Laguna



Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

Experience

Metropolitan Bank & Trust Company

August 2019 - Present

Bank Customer Service Representative

- Serves customer by completing account transactions.
- Provides account services to customers by receiving deposits, payments, encashments, and issuing savings withdrawals.
- Answers questions in person or on telephone and refers customers to other bank services if needed.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Handles outward clearing operations.
- Respond to customer needs including cross selling bank products and services.

Tupperware Brands Philippines, Inc.

January 2018 - March 2019

Marketing Brand Assistant / Inventory Controller - Marketing Department

- Handles sales tracking for Beauty & Baby Categories including dealer penetration reports on per branch and per category level.
- Assist the Marketing Manager in tracking Salesforce promotional activities.
- Responsible for the shipping and receiving schedule/ inventory control and accuracy.
- Preparing orders for shipment.
- Physical inventory of products.
- Receiving shipments from suppliers.
- Handles all admin and logistics tasks need by the team.
- Present summaries and analysis of survey data.
- Prepares products and premium samples need for brochure shoots and special events/trainings.
- Handles the FDA Sales Promo Permit Application.
- Ensure Compliance with company health and safety rules, standards and procedures related for safe quality product.

Fujitsu Die Tech Corporation of the Philippines

June 2017 - December 2017

Admin Assistant - Human Resources Department

- Welcomes visitors by greeting them in person or on the telephone; answering or referring inquiries; directing them appropriately, notifies company personnel of visitor arrival; contributes to team effort by accomplishing related results as needed; maintains security and telecommunications system.



Skills

- Customer-service oriented

- Telephone skills

- Highly organized and efficient

- Ability to work independently or as a team

- Proven leadership skills and ability to motivate

- Excellent written and verbal communication skills

- Cross-selling skills



Education

- **San Pedro College of Business Administration**

2013-2017

Bachelor of Science in Business Administration major in Marketing Management

- **Binan National High School**

2009-2013

High School Degree



Additional Information

Seminars and Trainings:

- Managing your Boss - Antel Hotel (September 2018)

- Salesmanship & Up-sell, Cross-sell and Resell - San Pedro College of Business Administration (April 2017)

- Boost your Marketing Career - San Pedro College of Business Administration (March 2017)



Reference

- **Angelita Balboa-Ramos - "Bangko Sentral ng Pilipinas"**

Bank Supervisor

+639178130246

- **Joy Villareal - "Tupperware Brands Philippines, Inc. "**

Brand Manager

+639178062144