



**REYCIELL S. MALLARI**

7560 Santillan St. Pio del Pilar Makati City

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09618779627

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**Career Objective:**

I am looking for a suitable job and opportunity where I could share my knowledge, qualification and skills at the same time moving up to have a better career to work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skill and knowledge and to learn new things, and I believe that I can bring out more and harness the best of my potential in achieving the mission and the goal of the company.

**Professional Qualification:**

- Good communication (can work and communicate with various group of people)
- Can understand and speak English.
- Computer Literate and Internet skills
- Proficient in all areas of Microsoft Office, including Word, Access, Power point and Excel
- Good in analytical capabilities and Detail-oriented
- Strong leadership skills, able to prioritize, delegate tasks and make sound decision quickly.
- Flexible, willing to take on more responsibilities as needed and devoted time necessary to complete deadline
- Ability to balance workloads efficiently and able to work in a constantly changing work environment.
- Able to learn programs and process quickly. Willing to be train.

**Skills:**

- Team player / Team work
- Fast learner and can do multiple task (multi-tasking)
- Ability to perform under pressure and meet deadline.
- Self-motive.
- Quick and always eager to learn new things.
- Customer Service skill

**Education:**

**Tertiary**

Bachelor of Science Business Management Major in Operation  
STI College Makati  
Makati City, Metro Manila  
2013-2015

**Secondary**

Gen. Pio del Pilar National High School  
Zobel Roxas St. Poblacion, Makati City  
2009-2013

**Primary**

Southville 1 Elementary School 1  
Southville 1 Niugan, City Of Cabuyao, Laguna  
2004-2009

**Experience:****Service Crew**

Golden Arches Development Corporation (Mc Donald's PH)  
Fast-food Chain (Restaurant)  
April 2014 – January 2015

**Duties & Responsibilities:**

Cashier (front counter) Fry person, Lobby person

Service crew members work in the kitchen preparing food and at the front counter helping customers through the ordering process.

Team member job duties include operating a cash register, cleaning the restaurant, and completing other assigned tasks.

**Payment Officer (Chinese Company)**

Outwit Incorporation  
Deposit Department  
Payment Staff / Customer Service Representative  
February 20, 2015 – February 17, 2020

**Duties & Responsibilities:**

Based on system and process, transfer and check all payment via online banking system with making records correctly.

**Payment Officer (Shift Leader)**

Zimi Tech Inc.  
Europe Bank Department  
February 03, 2020 – Present

**Duties & Responsibilities:**

Processing deposit and withdrawals manually on time to avoid complaint from the customers and making records correctly.

**Personal Data**

**Birth date:** September 11, 1996

**Age:** 26 years old

**Status:** Single

**Nationality:** Filipino

**Language:** English, Tagalog

**Weight:** 60 kg.

**Height:** 5'2

**Civil Status:** Single

**Nationality:** Filipino

**Mother's Name:** Ma. Theresa S. Mallari

**Father's Name:** Reynolds P. Mallari

**Character Reference**

09328902672

MR. JORDAN CAGANAP

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*

  
**REYCIELL S. MALLARI**