

Ayani S. Suguitan

Professional Summary

Dedicated cashier / oic with 4 years of experience assuring that all cashes in the bank are safe, making decisions on how to be more profitable and how to compete with other banks in line of service. Hardworking machine operator with 3 years of experience in testing the ic's ensuring that all the customers will receive good quality of products. Ayani S. Suguitan mother of two trustworthy and a hardworking person from Philippines.

Work Experience

Machine operator

greatek electronic inc, taiwan, 03/2017-03/2020

- i work in taiwan for 3 years and i am night shift. i am standing in my whole duty and at the same time i operate machines that test ic's

cashier/oic

rural bank of tumavuni, philippines, 03/2011-03/2015

- i work in the bank as cashier/oic, i am responsible for the cash transactions.

service crew

Greenwich (verde foods), Philippines, 04/2010-09/2010

- i work part time during my studies that i why its just a short span of time of working as a service crew

library helper

University of the Cordilleras, Philippines, 09/2008-04/2010

- I am a working student, when i was studying i need to work for me to be able to my studies because my father can afford me sending to school so i need to something to finish my studies that's the time i applied as a library helper in the university where i study.

Languages & Other Interests

english, tagalog and a little bit knowledge in mandarin i am very interested in photography and baking.

Contact

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Skills

Professional

good communication skills,
teamwork, adaptability, hardworking,
trustworthy, time management

Technical

bookkeeping/budgeting/scheduling/cash
handling/computer
literate (msword, ms excel, powerpoint)

Education

BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION in financial
management
UNIVERSITY OF THE CORDILLERAS,
baguio city, Philippines, 09/2007 -
09/2010