

Efren Lopez Torralba

✉ efrentorralba@gmail.com 📞 +13682993772 📍 109 B Princess St. Kindersley Saskatchewan

PROFILE

Dedicated and flexible professional with a strong background in customer service and cash handling. Seeking a position in the hospitality industry where I can utilize my skills and contribute to a positive dining experience.

PROFESSIONAL EXPERIENCE

TORRALBA AGRICULTURE SUPPLIES

Owner

Nov.2018 - Sept 2023
Pangasinan, Philippines

- Responsible for overseeing the day to day operations.
- Tasked with developing and implementing long term strategies that will help the business grow and succeed .
- Creating marketing plans to help increase demand for product or services by the business.
- Communicating with suppliers about pricing changes or disruption in supply chains.

FOREIGN CURRENCY CASHIER

UAE Exchange Centre LLC

May 2015 – Sep 2018
Abu Dhabi, United Arab Emirates

- Managed currency exchange transactions with high accuracy and efficiency.
- Handled customer inquiries and resolved issues related to currency exchange.
- Maintained a clean and organized work environment.
- Collaborated with team members to ensure smooth operations of the exchange center.

ACCOUNTING / SALES ADMIN STAFF

Orix Metro Leasing & Finance Corporation (Metrobank Group)

Nov 2012 – Mar 2015
Pangasinan, Philippines

- Assisted in accounting and financial record-keeping tasks.
- Supported the sales team with administrative duties.
- Prepared and maintained financial reports and documents.
- Coordinated with colleagues to streamline office processes.

CUSTOMER SERVICE REPRESENTATIVE-TELLER

Metropolitan & Trust Bank Company (Metrobank)

Nov 2011 – May 2012
Pangasinan, Philippines

- Provided excellent customer service as a bank teller.
- Processed financial transactions accurately.
- Assisted customers with account inquiries and requests.
- Collaborated with team members to ensure efficient branch operations.

SERVICE CREW

Mc Colby's Mc Donald

Jul 2003 – May 2005
Pangasinan, Philippines

- Worked as part of a team to deliver exceptional customer service in a fast-food setting.
- Prepared and served food orders with attention to quality and presentation.
- Maintained cleanliness and hygiene standards.
- Managed cash transactions and operated the cash register.

SKILLS

- Customer Service
- Cash Handling
- Sales Support
- Financial Record-Keeping
- Administrative Skills
- Team Collaboration
- Food Service
- Attention to Detail
- Time Management

EDUCATION

Bachelor of Science In Accountancy

University Of Pangasinan - Phinma Education Network | Pangasinan, Philippines