

LEA PAULYN GRACE FAJARDO

✉ layz.fajardo@yahoo.com ☎ +639228832832 📍 Minglanilla, Cebu City, Philippines

PROFILE

Dedicated professional with a strong background in finance and administrative roles, seeking to leverage my skills and knowledge in a challenging international environment. Committed to contributing my expertise in cash management, financial services, and administrative support to a dynamic organization while continuing to expand my professional competencies.

PROFESSIONAL EXPERIENCE

CASH MANAGEMENT SERVICES ASSISTANT

May 2007 – present | Philippines

Metropolitan Bank And Trust Company

- Collecting and picking up deposits covered by deposit pick-up arrangements.
- Operating as a bank pick-up teller in an armored car.
- Ensuring the security and safe transport of collected deposits.
- Maintaining accurate records of collected deposits and transactions.
- Verifying and documenting the condition and authenticity of collected money.
- Collaborating with team members to ensure efficient cash management operations.

FINANCIAL SALES EXECUTIVE

Sep 2006 – Jan 2007 | Philippines

Philam Equitable Life Assurance Company

- Assisted clients in selecting appropriate financial products and services.
- Provided information and guidance on insurance, banking services, investments, and related products.
- Helped clients create personalized financial plans to achieve their goals.
- Assisted clients with paperwork and documentation related to financial transactions.
- Conducted market research to stay updated on financial products and industry trends.
- Built and maintained strong client relationships through effective communication.

EXECUTIVE SECRETARY, *Sunstar Publishing, Inc.*

May 2005 – Aug 2006 | Philippines

- Maintained and managed executives' agendas and schedules.
- Planned and coordinated appointments, meetings, and conferences.
- Attended meetings and took accurate meeting minutes.
- Handled incoming and outgoing phone calls and emails.
- Managed and organized correspondence and documents.
- Made travel arrangements, including booking flights and accommodations.

MONEY SORTER

Jul 2004 – Dec 2004 | - Philippines

Staff Alliance, Inc.

- Sorted money bills by denomination accurately and efficiently.
- Organized and counted money while maintaining precision.
- Checked the authenticity of currency to detect counterfeit notes and coins.
- Safeguarded the integrity and security of sorted money.
- Collaborated with team members to ensure consistent sorting processes.
- Reported any irregularities or discrepancies in the sorted money.

SKILLS

- Proficient in multitasking, managing multiple responsibilities simultaneously.
- Skilled in Word, Excel, and other MS Office Applications.
- Strong numerical and cash handling abilities, including validating and scrutinizing currency.
- Excellent clerical skills with a keen attention to detail.
- Knowledgeable in Sales Reconciliation Procedure and Standards.
- Effective coordination and collaboration skills.
- Basic verbal and written communication skills.
- Strong sense of accountability and trustworthiness.

EDUCATION

Bachelor of Science in Commerce Major in Business Management

University of San Jose - Recoletos - Cebu, Philippines

June 1998 - March 2002