

## **J-THREE PENAFLOR RELLAMA**

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152-3 Penafrancia Avenue, Naga City 4400

+63 919 221 7879

[jthreer@yahoo.com](mailto:jthreer@yahoo.com)



### **OBJECTIVE:**

Seeking in challenging position in a reputed organization where I can broaden my knowledge and leverage my learning. To get an opportunity where I can enhance the best of my potential and contribute to the organization's growth.

### **EDUCATIONAL BACKGROUND:**

University of Nueva Caceres  
Bachelor of Science in Business Administration  
(Major in Financial Accounting)  
Jaime Hernandez, Avenue, Naga City  
Graduated March 2014

### **SEMINAR/TRAINING ATTENDED:**

Nov.11, 2013 – Jan.23, 2014	HMDF (Pagibig fund GABMD) – On the job training
January 11, 2014	Seminar for Academic Colloquium
December 7, 2013	Seminar for Practicum students and Faculty Advisers

### **SKILLS:**

- Have knowledge in General Accounting in terms of Financial Performance and Statement of Financial Position
- Computer Literate
- Excellent in Communicating and Writing Skills.
- Ability to work together with others toward shared goals and designed outcomes

**WORKING EXPERIENCE:**

May 14, 2018 – June 03, 2022	Integrated Service Staff Rentokil Initial Sdn. Bhd. Kg. Kiarong Brunei Darussalam
May 06, 2014 – Nov. 06, 2014	Pharmacy Assistant Southstar Drug Incorporated Camaligan Street, Naga City
Sept. 27, 2004 – Feb. 27, 2005	Service Crew Jollibee Main, Naga P. Burgos St., Elias Angeles Naga City
April 04, 2004 – Sept. 04, 2004	Service Staff Chowking LCC Mall Felix Plazo Street, Naga City
March 02, 2003 – April 01, 2204	Dining Crew Ice Blinker Halo-halo &Fastfood Corner Arana Street, Naga City

**REFERENCES:**

References are available on request.

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I hereby acknowledge that the above information is true and correct.

# CSR TELLER COVER LETTER

March 3, 2023

Human Resources Department  
Robinson Bank

RE: CSR Teller/Branch Teller,

Dear Hiring Manager,

As an experienced Customer Service Representative, the advertisement for CSR Teller/Branch Teller with Robinsons sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to Metrobank. In my Customer Service Representative role, I honed my abilities providing a firm foundation for the CSR Teller/Branch Teller position. My teamwork, people-centric nature, and compassion have afforded me excellent organization skills.

I am excited to contribute my talents and proficiency in communication toward your team efforts. As an engaging communicator with a proven track record my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the CSR Teller/Branch Teller role.

Thank you for your time and consideration of my candidacy.

Sincerely,

**J-THREE PENAFLORELLAMA**

