



DANILYN QUINTANA

PERSONAL INFORMATION

Date of Birth: October 5, 1994
Nationality: Filipino
Gender: Female
Marital Status: Married

✉ quintanadanilyn@gmail.com
☎ 054 385 8524
📍 Al muwaiji, Al Ain UAE

CAREER OBJECTIVE

To seek a position where I can use my qualifications and skills to work with full honesty, loyalty, disposition & positive outlook on life, and to the pursuit of excellence in responsibility.

EDUCATION

Bachelor of Science in Business Administration

Major in Human Resources Development Management
Naga College Foundation
2013 - 2017

Basic Education Curriculum (BEC)

Camarines Sur National High School
2006- 2010

SKILLS

- Technical Skills (Microsoft Word, Excel, Outlook, Powerpoint, T24, Webcol, POS System)
- Cash handling (accurate on counting, sorting and dispensing of cash)
- Transaction Processing (Deposit, Withdrawal, Remittance)
- Problem Solving
- Basic Accounting
- Communication Skills (Verbal and written communication).
- Extensive background in customer service excellence.
- Organizational Skills (Time management, Attention to details, Analytical Thinking).

LANGUAGE

English
Filipino
Bicol

WORK EXPERIENCE

BANK TELLER

CARD SME Bank (A Thrift Bank), Laguna, Philippines
July 7, 2023 – March 30, 2025

- Processed customer transactions, including deposits, withdrawals, payments, and transfers.
- Ensured accuracy and compliance with bank policies.
- Handled cash balancing and drawer reconciliation.
- Provided exceptional customer service and tailored financial solutions.
- Promoted and explained bank products (accounts, cards, loans).
- Supported administrative tasks, filing, and data entry.

ADMINISTRATIVE SUPERVISOR

St. Peter Lifeplan and Chapel Inc., Bicol, Philippines
August 8, 2018 – May 12, 2023

- Coordinated funeral arrangements respectfully and professionally.
- Provided support to families and friends of the deceased.
- Discussed funeral options and costs.
- Monitored accounts payable/receivable and report submissions.
- Ensured timely and orderly filing of paperwork.

WORK EXPERIENCE

ADMINISTRATIVE STAFF

LCC MALL | NAGA CITY, PHILIPPINES

April 2017 – June 2018

- Organize, compile, update records and documentation
- Book meeting rooms, set up conference call and take messages and minutes during meeting
- Support the updates of timekeeping activities such as: input of sick, absence, leave, overtime to ensure accurate records are maintained
- Collaborate with other departments to assist with various projects as needed
- Develop and maintain a data entry system for tracking information and generate reports as needed.
- Assist in the recruitment and training of new office staff.

CASHIER/ SALES ASSOCIATE

Tiger Bookstore

June 6, 2014 – October 30, 2017

Naga City, Philippines

- Greet and Assist Customers providing expert advice on books and uniforms they needed.
- Achieve sales target and develop customer relationship.
- Manage inventory product display and the day to day operation of the shop.
- Negotiate to customer and suppliers to close deals.
- Receive payment by cash , check daily cash accounts, and scanning and bagging items accurately.

I hereby certify that above information is true and correct according to my knowledge and belief.


DANILYN QUINTANA
Applicant