



# RIA MARAÑAN

## Profile

Seeking for a job opportunity where I can utilize my strong organizational skills, educational background, and ability to work well with people, which allow me to grow personally and professionally.

## Work Experience

### Philippine National Election

Vote Counting Technician

2016

- Prepares and test all election materials.
- Troubleshoots voting machine problems.

### Landbank of the Philippines

On the Job Training

2018

- Assists in dealing with customer's queries thru personal and telephone calls.
- Manage website design, content, and SEO Marketing, Branding and Logo Design

### Palawan Pawnshop Inc.

Branch Cashier

July 2018-  
Sept. 2018

- Collect payments and issue receipt.
- Provide answers to customer queries and other branch operation related queries.
- Selling of discount card, gold jewelry, and insurance.

Assistant Branch Cashier

Oct. 2018-  
Mar.-2019

- Processes transactions for remittance local and international, collect payments, and issuing receipt.
- Provide answers to customer queries and other branch operation related queries.
- Maintaining accurate records of transactions.
- Selling of discount card, gold jewelry, and insurance.

Assistant Branch Manager

April 2019-  
Sept. 2020

- Assists the Branch Manager in managing and resolving customer complaints and queries.
- Gives assistance in managing the day-to-day operations of the Pawnshop and daily target.
- Accepts and appraise gold jewelry items.
- Selling of discount card, gold jewelry, and insurance.

Vault Custodian & Assistant Branch Manager

Oct. 2021-  
Dec. 2023

- Manages the sale of Foreclosed Gold Jewelry Items.
- Assists the Branch Manager in managing and resolving customer complaints and queries.
- Selling of discount card, gold jewelry, and insurance.

Branch Manager

Dec. 2023-  
Present

- Directing all branch operational aspects including customer service, administration and especially sales of all products and services in accordance with the Company's objectives.

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Purok 7, Tienda Aplaya Digos  
City, Davao del Sur Philippines

## Education

Bachelor of Science in  
Accounting Technology

University of Mindanao Digos College  
2014 - 2018

High School

Holy Cross Academy Of Digos  
2010 - 2014

Elementary

Don Mariano Marcos Elementary School  
2004 - 2010

## Skills

Communication Skills ●●●●●●●●

Organizational Skills ●●●●●●●●

Adaptability ●●●●●●●●

Multitasking ●●●●●●●●

Product/Service Knowledge ●●●●●●●●

## Language

English

Tagalog

Cebuano