

JELLY ANN ROSELLO

+971 55 541 1289 | jellyann.rosello@gmail.com
Flat 625, K1 Building Al Rigga Deira Dubai UAE



OBJECTIVE

A motivated, reliable and goal-oriented individual seeking an opportunity to begin a meaningful career in a dynamic and supportive work environment. I am eager to apply my strong work ethic, adaptability and willingness to learn in a role where I can contribute to learn success while developing new skills and growing professionally.

WORK EXPERIENCES

BRANCH PERSONNEL

Vault Custodian

PJ Lhuillier Group of Companies

Cebuana Lhuillier Pawnshop

Makati Philippines

July 2016 – October 2021

- Monitoring the movement of items in and out of the vault. Ensuring the safety of all the items in the vault such as cash, jewelries. Conduct physical inventory of all pawned items and prepare the list of all the jewelries to be auctioned.
- Work on fast-paced environment
- Processing Local & International remittance
- Appraise Gold Jewelry
- Interacting with client, fulfilling member transactions
- Dealing different kind of people
- Training ground to individual person to practice “Honesty” wherever you are since the job involves money and valuable belongings keeping like pawnable jewelries safely.

OFFICE STAFF

Jecams Incorporated

Quezon City, Philippines

March – May 2016

- Overseeing clerical tasks, such as sorting and sending email.
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Taking and delivering messages
- Ensuring the office runs smoothly

EDUCATION

Bachelor of Science in Business Management **Major in Operations**
STI College of Novaliches | 2016

Associate in Computer Technology
Our Lady of Lourdes College | 2008

TRAININGS & SEMINARS

- Gold Appraising Workshop
Distinguished the different “Karat” fineness in gold
 - Anti Money Laundering Act Seminar
 - BSP counterfeit Training
 - KYC (know your client)
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SKILLS

- Flexible and adaptable to changing task and priorities
 - Strong time management skills with the ability to work in fast-paced service environment
 - Capable of working independently or collaboratively as part of a team
 - Able to multitask effectively while maintaining accuracy and quality
 - Knowledgeable in basic office applications (MS Word, Excel, PowerPoint, Email)
 - Display positive responses to negative situations
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CHARACTER REFERENCES

Jocelle Felicia
Branch Manager
Philippines
+639089091118

Mary Jane Aguinaldo
Branch Manager
Philippines
+639691955954

I hereby certify that the above information is true and correct to the best of my knowledge and belief.