

CESAR E. AZUCENAS, JR

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 Butuan City, Phils,

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 Male

WORK EXPERIENCE

Day Service Attendant

SunDream Co. Ltd.

 Tokyo, Japan

 June 2022 – June 2025

- Picked up and dropped off elderly clients daily
- Assisted with meals, rehab, and hygiene needs
- Led group activities and social programs

Associate Relationship Manager

UnionBank of the Philippines

 Ortigas Pasig, Phils.

 Mar 2016 – Sept 2016

- Manage client relationships and provided tailored solutions.
- Analyzed portfolios and recommend financial products
- Led group activities and social programs
- Product presentation to potential clients
- Weekly and monthly reporting

Marketing Associate

Bank of the Philippine Islands

 Makati, Phils.

 Nov 2012 – Mar 2016

- Reviewed loan document's completeness and accuracy
- Coordinated with clients regarding loan-related concern.
- Computed loan charges and other financial concern.
- Coordinated to car dealers and salesperson
- Reporting to Manager

Administrative Assistant

SM Development Corporation

 Pasay, Phils.

 Mar 2012 – Nov 2012

- Prepared and edited documents with attention to details
- Monitored and archived client documents.
- Maintained organized records and filing systems

EDUCATION

Bachelor of Science

Commerce

Holy Child Colleges

 June 2007 Mar 2010

 Butuan City, Philippines

SKILLS

- Data Entry
- Spreadsheet Management
- File Management
- Cloud Tools
- Social Media Management
- Customer Support
- Canva
- Microsoft Office
- Python
- HTML
- CSS

LANGUAGE

- English
- Japanese