

# CESAR E. AZUCENAS, JR

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🏠 Butuan City, Phils,

☎ +63969-5230-241

♂ 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