**Objective**

An industrious and dedicated professional having extensive experience in banking industry and seeking an opportunity in the organization that will enable me to utilize my skills and be able to contribute that offers a genuine opportunity for progression.

**Professional Qualification**

Having 3+ years of experience in the field of banking  
Providing solution to the customer’s problems  
Providing banking solutions to the rising needs of the customers

Private, Commercial and Online Banking

Ability to work with other people and form professional relationship

Proficient in MS Office (Word, Excel, and Power Point)

**Work History**

**Customer Service Assistant /Customer Relation Assistant**

RCBC Savings Bank

Philippines

August 2012 – August 2015

* Greet people warmly and direct them to the appropriate bank personnel
* Process customer financial transactions
* Opening/ closing of customer’s accounts such as savings, checking or time deposit
* Asking the client what they need.
* Promote bank products and explaining to the client the product that has been avail
* Ask their photo-bearing identification card for verification purposes
* Assist the client in filling out the new account form, deposit or withdrawal slips etc.
* Accept deposit (money, on us checks or local checks) from client
* Disburse money to the client
* Validate slips and stamp it in machine
* Accepting payments of utility bill and loan payments
* Exchange foreign currency
* Counting cash at the beginning and end of shift
* Balance currency, cash and checks in cash drawers at end of each shift

**Customer Service Assistant A**

Marketing Strategic Management Corporation

SM Philippines

January 2012 – July 2012

* Receiving utility payments either cash or check
* Promoting show ticket
* Selling cell, internet and game cards
* Retailing gift cheques
* Balance currency, cash and checks in cash drawers at end of each shift

**Office Clerk / Receptionist**

ODC Garments

Philippines

July 2009 – January 2012

* Reporting directly to the owner of the company.
* Control and manage the daily transaction in the office
* Responding to customer enquiries.
* prepare and modify documents including correspondence, reports, drafts, memos and emails.
* open, sort and distribute incoming correspondence
* To provide a complete private secretarial and executive assistance service to ensure that all matters submitted are dealt with efficiently and appropriately.
* Maintains a schedule of activities to assist the manager in appointing his time and assuring appropriate coordination of his activity and responsibilities.
* Controls and records petty cash expenses

**Academic Qualification**

**Bachelor of Science in Nursing**

Far Eastern University, Philippines

2005-2009

**Achievement/ Certificate**

* Philippine Nursing Licensure Examination Passer
* Cardio- Renal Nurse

**Personal Details**

Birth date : 28 February 1989

Nationality : Filipino



**Gulfjobseeker.com CV No:** **1466772**