**First Name of Application CV No 1661400**

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**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve a personal as well as organizational goals. Reliable and hard-working professional seeking for any bank position utilizing ability to provide excellent customer services in a challenging environment.

**PERSONAL INFORMATION**

**Age :** 25

**Date of Birth :** January 31, 1991

**Gender :** Female

**Height :** 5’3

**Weight :** 96 lbs

**Civil Status :** Single

**Nationality :** Filipino

**Religion :** Roman Catholic

**Hobbies :** Sketching Dress Design, Dancing

**EDUCATION**

**Master’s Degree**  :Master of Business Administration

**Institution** : San Pablo Colleges

**Date** :2015-Present

**Degree Course** :Bachelor of Science in Accountancy

**Institution** : San Pablo Colleges

**Date** :2007-2013

**WORK EXPERIENCE**

* **BANK OPERATIONS/ CUSTOMER SERVICE**

**Job title : Customer Service Associate/ Teller**

**Company :** Bank of the Philippine Islands

**Company profile : Bank of the Philippine Islands is a commercial bank (SPANISH: Banco de las Islas Filipinas, commonly known as BPI; PSE: BPI) is the oldest bank in the Philippines still in operation and is the country’s largest bank in terms of assets, the country’s largest bank in terms of market capitalization, and the country’s most profitable bank. It is owned by the Ayala Corporation- the largest conglomerate in the Philippines. BPI is also the oldest bank in South East Asia.**

**Date :** November 16, 2013 up to present

Duties and Responsibilities:

* Handles cash payments and deposits, withdrawals, encashment of checks and other related transactions to branches.
* Setting up new banking accounts.
* Assisting clients with their financial transactions.
* Maintains and tally daily teller proof of sheets at the end of the day and balancing cash positions.
* Cross selling and promoting the branch/company’s products.
* Keeping myself up to date regarding the Bank policies and procedures ensuring that all those are being followed and practiced.
* Other duties assigned by the company.
* **ACCOUNTING EXPERIENCE**

**Job title : Payroll Accountant** (Payroll Section and Treasurer’s Office)

**Company :** San Pablo Colleges

**Company Profile :** Founded and established on 1947, from its humble beginnings, in makeshift rooms and in rented buildings, the San Pablo Colleges in a brief span of five years acquired a one-and-half hectare piece of walled lot at Hermanos Belen Street in the heart of the City of San Pablo. Entitled as one of the notable institutions in this part of the country in the middle of 50’s, its objective then was a school that would be second to none.

**Date :** 2007 – 2010

Duties and Responsibilities:

* Ensure paychecks are correct and delivered on time.
* Calculate salary and overtime.
* Calculate taxes and prepare tax forms based on company regulations.
* Update new hires and terminations in payroll system.
* Posting on ledgers and filing 201 files.
* Assist in payroll calculations, changes, deductions, and withholdings.
* Calculate wages for overtime earnings and process vacation deductions.
* Address payroll inquiries from employees in a timely manner.

**TRAININGS AND SEMINARS ATTENDED**

**Teller Certification Program**

Buendia Center, Makati City, Philippines

December 2013

Staff Participant

**Business Forum**

San Pablo Colleges, San Pablo City, Philippines

February 20, 2013

Participant

**Seminar on Small & Medium Enterprise**

San Pablo Colleges, San Pablo City, Philippines

December 8, 2010

Participant

**Business Lecture: Business Etiquette**

San Pablo Colleges, San Pablo City, Philippines

October 5, 2010

Participant

**Work Ethics**

San Pablo Colleges, San Pablo City, Philippines

August 5, 2010

Participant

**ORGANIZATIONAL INVOLVEMENT**

**Bankers Association**

San Pablo City Chapter

2013 - Present

Member

**Junior Philippine Institute of Accountants (JPIA)**

San Pablo Colleges Local Chapter

A.Y 2012-2013

Member

**SKILLS**

I am highly skilled in the use of computers and internet searches including Microsoft Office specifically the use of Microsoft word and excel.

I learn very quickly, possess excellent verbal and written communication skills.