**CAREER OBJECTIVES**

To showcase my expertise and experiences in the fields of banking and finance, sales and marketing, secretarial and administration & accounts handling that will be my contribution to the organization’s growth and advancement.

**WORK EXPERIENCE**

**COMMERCIAL BANKING CORPORATION (April 2011 – April 2016)**

**Pampanga, Philippines**

***Operations Officer***

OPERATIONS DEPARTMENT

* Assists in the verification of accounts with abnormal balances and rates exceptions
* Assists in monitoring of sundries, accounts receivables, accounts payables accounts and etc.
* Handles confirmation of inward checks with technicalities.Monitoring accrual of operating expenses
* Handles back-up of checks images through Electronic Check Clearing System
* Ensures 100% posting verification of CSA’s transactions. Performs ATM servicing & cash loading.
* Conducts cash and checks deposit pick-up and payroll uploading.
* Handles outward clearing of local & foreign checks. Prepares and print reports like CA, SA, ATM and etc.
* Ensures the continued efficiency of Bank’s operations by acting as a competent reliever/assistant for whatever position needed.

MARKETING DEPARTMENT

* Performs cross-selling of bank products like credit cards, life-insurance and non-life insurances.
* Coordinates the creation and production of sales and marketing materials needed for the marketing event. Produces sales and marketing reports for assigned programs.
* Tracks, collates and maintain inventory of marketing materials required.

FOREIGN EXCHANGE DEPARTMENT

* Performs teller/cash clerk functions by receiving and paying out foreign money in exchange for local currency.
* Informs customers about foreign currency regulations, and compute transaction fees for currency exchanges. Quote unit exchange rates, following daily international rate sheets or computer display
* Provide foreign exchange services to clients and process cash transactions in the national and foreign currencies.Prepares and prints end-of-day sales reports.

**LANDBANK OF THE PHILIPPINES (April 2010 – April 2011)**

**Accounting Bulacan Philippines**

***Accountant – Bookkeeper***

* Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivables and payroll.
* Maintains an orderly accounting filing system.
* Calculate and reconciles variances of accounts performed by the Bank.
* Balancing of accounts through Financial Management System (FMS)
* Preparations of Bank’s branches Accounts Receivables and Accounts Payables monthly schedules.
* Record keeping of various loans from the Lending Department
* Handles Bank Statements of bank’s clients.
* Codes source documents such as invoices and receipts to the appropriate accounts.
* Prepares various accounting summaries and reports.
* Assists the senior accountant or financial manager in preparation for audit and the production of financial statements, budgets and other financial reports by performing such duties as providing related documentation, preparing various accounting summaries and reports.
* Performs other related duties as required.

**QUALIFICATIONS**

* Excellent knowledge in Accounting and Bank procedures.
* Dependable and excellent management and decision making skills.
* Exceptional cash handling and calculations skills.
* Excellent organizational skill. Ability to set priorities and determine actions, time and resources.
* Proficient knowledge of Microsoft office programs like MS word, Excel and etc.
* Strong committed team player, dedication and ability to work successfully with others.
* Excellent verbal and written communication skills.
* Able to handle pressure and meet deadlines ahead of time.
* Ability to observe, think critically and solve problems using data and reasoning.
* Client focus. Ability to generate client satisfaction resulting to long term relationship.

**EDUCATIONAL ATTAINMENT**

* CENTRO ESCOLAR UNIVERSITY A.Y. 2005 – 2010

*Bachelor of Science in Business Administration Major in Management*

* BULACAN STATE UNIVERSITY SCIENCE LABORATORY HIGH SCHOOL A.Y. 1999-2003

*High School*

* HOLY SPIRIT ACADEMY OF MALOLOS A.Y. 1993-1999

*Elementary Education*

**PROFESSIONAL CERTIFICATE**

***Career Service Professional Eligibility Certificate***

Civil Service Commission

Republic of the Philippines

**PERSONAL DATA**

Date of Birth : July 2, 1985

Gender : Male

Civil Status : Married

Citizenship : Filipino

Language : English, Filipino

**First Name of Application CV No:** **1674498**

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