Fiona

Fiona.315357@2freemail.com

**OBJECTIVES**

To work for an institution that seeks growth, encourage its personnel to use their knowledge, skills and experiences.

**QUALIFICATION / SKILLS**

Service-oriented, self-motivated, trustworthy, organized, responsible, flexible, and hardworking; Fast learner and willing to undergo training; can be counted to get the job done accurately and efficiently.

**WORK EXPERIENCE**

October 2015 – Present **Customer Service Representative**

Al Rostamani International Exchange

 Emirates Tower Station, Maze Tower Bldg.

**Duties:**

* Answering Phone calls
* Processed checks and other transactions
* Processed payroll account
* Prepared reports of transactions
* Handling queries and complains
* Processing Corporate transaction
* File and maintain necessary forms and documents
* Handling and Process Petty Cash

September 2014 – October 2015 **Exchange Cashier**

Al Rostamani International Exchange

 Emirates Tower Station, Maze Tower Bldg.

**Duties:**

* Maintain contact with clients regarding cash and checking services
* Balance cash drawers
* Cross-selling of exchange products and services
* Processed checks and other transactions

July 2012 – July 2014 **Bank** **Teller**

RCBC Savings Bank, Lemery Batangas Philippines

**Duties:**

* Maintain contact with clients regarding cash and checking services
* Balance cash drawers
* Cross-selling of exchange products and services
* Processed checks and other transactions
* Prepared reports of transactions

June 2012 – July 2012 **Bank** **New Accounts Clerk**

RCBC Savings Bank, Nasugbu Batangas Philippines

**Duties:**

* Answer questions and assist customers in filling application form
* Interview people looking for opening bank accounts, and explain them about services available such as saving and current accounts, securities, bonds, and loans. Perform clerical task related to bank account
* Request identity, and address proofs for opening new accounts, including two witnesses
* Compile information needed for opening bank accounts .Issue passbook, ATM and credit cards to customers

 **EDUCATIONAL ATTAINMENT**

June 2008 – April 2012 **Bachelor of Science in Business Administration**

**Tertiary** **Major in Business Economics Batangas State University – Main Campus I**

Rizal Avenue, Batangas City Philippines

**TRAININGS / SEMINARS ATTENDED**

October 2013 **Counterfeit Detection Seminar**

 Philippine Stock Exchange, Tektite Bldg.

 Ortigas Center, Pasig City Philippines

July 2012 **Signature Identification Seminar**

 Roof Deck of the Prestige Tower, Ortigas Center

 Pasig City

November 2011 **Land Bank of the Philippines**

On-the-Job Training

I hereby certify that the above information is true and correct to the best of my knowledge and belief.