JANET

JANET.319744@2freemail.com

PROFILE

A dynamic young woman who is self-inspired, disciplined and very determined. I am fully commited to attitude of excellence in every endeavor, willing to learn and face new challenges because I believe that challenges are what makes one develop.

CAREER OBJECTIVE

To use my experience and creative ability in a welcoming environment that can allow me to progress. To work in challenging positions that would assist organizations in achieving growth and higher levels of productivity (through maximum use of excellence and qualification).

I desire to work in this reputable institution in any capacity that the institution deems fit considering my qualification. I believe this will require the usage of the knowledge I have acquired over time. However, I am ready for any kind of special training if the need be. My major objective is to strive for nothing but the best with hard work to make a positive impact in this organization. Also my ability to value and appreciate other people’s point of view and not being judgmental but rather being empathetic will aid me to execute my duties more efficiently and I believe the company is never going to regret such a resourceful lady as myself to be a part of its great future of growth and development

EDUCATION

* 2016 Presbyterian University College
* Financial Risk Management
* 2001-2005 Modern College of commerce

 Diploma of Proficiency

* 2001 -2002 Modern college of Commerce

 NACVET

WORK EXPERIENCE

August 2013 – Till Date

**Opportunity International Savings and Loans LTD: Account Officer**

Responsibilities

* **Preparation of monthly Bank Reconciliation Statement**
* **Sending cheques received from clearing to our Bankers**
* **Preparation of all inventory controls**
* **Preparation of all payment vouchers**
* **Preparation and management of petty cash transactions**
* **Monitoring cash movement in our cash book and bank statement**
* **Assisting the management of cash in and out of the strong room.**
* **Management of the branch’s fixed deposit account**
* **Liaising with sister branches and other Banks on issues pertaining to branch operations.**
* **Management of funds in vault to ensure conformity to approved standards.**
* **Assisting tellers in their day to day activities, i.e. Confirming cash payments, balance confirmations etc. & reviewing transactions to ensure conformity to the banks standards.**

November 2009- October 2012

**Opportunity International Savings and Loans LTD: Customer Service Officer**

* Open accounts for new clients
* Attend to client’s complains
* Educate clients about products and services
* Make clients comfortable and happy at all times
* Do other secretarial work

June 2008 – October 2009

Opportunity International Savings and Loans LTD : Deposit Mobilizing Officer

* As a Mobilization Officer, I go out for Cash Collection
* Following up for repayment of those has facilities with us
* Giving clients financial education
* As a Mobilization Officer (DMO), opened accounts for clients
* Attended to clients concerns
* Offer help to front liners for sometime

2007 – 2008

Dumpong Rural Bank : Deposit Mobilizing Officer

* Field cash collection
* Calling over of vouchers

Accomplishment

Work as a backup Branch Operations Manager for my branch, authorizing account openings, supervising the Tellers and The Customer Service Officer, authorizing loan contracts and ensure things are done accordingly at the back office.

Other Relevant QUALITIES

* A quick learner
* Good interpersonal relation
* Capacity to meet deadline work with little or no supervision
* Committed to work and have the ideas to meet new challenges.

INTERESTS AND HOBBIES

Reading, traveling