**CV No** **1943838**

 **CURRICULUM VITAE**

**TRIXIE JOY**

**CAREER OBJECTIVE**

To be able to find a similarly challenging, well-paying, full time job that is in line with bank and office administration, secretarial position, and customer services.

**PROFESSIONAL EXPERIENCE**

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| **CASH SERVICES – BANK RECONCILIATION** |

*December 2013 – November 2016*

***Job description:***

* Receives checks, cash, bankcards or other negotiable instruments in payment of fees or charges; verifies amounts and endorsements; issues receipts.
* Accepts checks for cashing; verifies endorsements and acceptability; makes change.
* Enters transaction data on accounting system terminal; consults database to check status of financial accounts or verify information when necessary.
* Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
* Sort and file deposit slips and checks
* Identify transaction mistakes when debits and credits do not balance
* Conducts a variety of customer service tasks which may include providing account balances, transferring funds, tracking deposits and various record changes.
* Assists with related activities such as night deposits, check disbursements, collections or similar duties.
* Compose, type, and mail customer statements and other correspondence related to issues such as discrepancies and outstanding unpaid items.
* Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
* Maintains and accounts for cash drawer and daily transactions; reports discrepancies.
* Prepares report for CCDM Captured Cards on a daily basis with proper verification and segregation as per the bank format and sending to bank without punching.
* Prepare work schedule for staff
* Monitor vaults to ensure checks is balance and correct

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| **CASH SERVICES - TELLER** |

***GROUP 4 SECURICOR EMIRATES LLC***

*November 2012 – November 2013*

***Job description:***

* Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
* Monitor vaults to ensure cash balances are correct.
* Receive cash for deposit, verify amounts, and check accuracy of deposit slips.
* Compute financial fees, interest, and service charges.
* Compose, type, and mail customer statements and other correspondence related to issues such as discrepancies and outstanding unpaid items.
* Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.
* Quote unit exchange rates, following daily international rate sheets or computer displays.
* Receive cash for deposit, verify amounts, and check accuracy of deposit slips.
* Analyze, define and revise the current customer satisfaction research programs and reinvent the programs into more effective and customer oriented process
* Identify opportunities and policies to promote the G4S Cash business in a customer centered manner to maintain and streamline the current service delivery to more quality focused solutions
* To understand the current views and perceptions of both internal and external key stakeholders and to develop Quality enhancement strategies to positively influence their opinions and behaviors in line with the growth objectives of G4S Cash Services.
* Assess the quality of services at the cash center, during ATM replenishment and CIT operations to develop a minimum standard - compliance evaluation process &amp; documentation and submit day today performance matrix at the end of each month.
* Devise and implement high quality Cash Service improvement plans to promote the reputation of G4S Cash Services and to support the business operational efforts for key sectors across Kingdome

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| **PERSONAL ASSISTANT** |

**Lachica Gatmaitan & Partners law office**

*Plaza lacson Sta. Cruz manila, Philippines*

*February 2012 – August 2012*

***Job description:***

* Prepare and manage correspondence, reports and documents
* Organize and coordinate meetings, conferences, travel arrangements
* Take, type and distribute minutes of meetings
* Maintain schedules and calendars
* Arrange and confirm appointments
* Organize internal and external events
* Handle incoming mail and other material
* Set up and maintain filing systems
* Communicate verbally and in writing to answer inquiries and provide information
* Liaison with internal and external contacts
* Implement and maintain office systems

**SKILLS /QUALIFICATION**

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| *Knowledgeable in using banking system* | *Administrative skills* |
| *Knowledgeable in using tally software* | ***Reporting skills*** |
| *Knowledgeable in using cash management* | ***Scheduling / Organizing*** |
| *Strong leadership* | ***Professionalism*** |
| *Handle, supervise and train staff* | ***Confidentiality*** |
| *Give guidance and direction* | ***Verbal communication*** |
| *Supply management* | ***Typing*** |

**COMPUTER SKILLS**

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| Office management tools | Operating systems  |
| *MS Word* | *Windows 2000 / XP* |
| *MS Excel* | *Windows 95 / 98* |
| *MS PowerPoint* | **Internet tools** |
| *MS Outlook* | *Internet explorer* |

**EDUCATIONAL ATTAINMENT**

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| COLLEGE LEVEL: | *(Bachelor of science in nursing) class 2003 – 2006 undergrad**Perpetual help college of manila* *V. conception st. Sampaloc manila, Philippines* |
| SECONDARY LEVEL: | *(High school ) class 1996 - 2000****Jose Abad Santos high school****Numancia st. binondo manila, Philippines* |

**PERSONAL INFORMATION**

*Nickname : Trix & Tij*

*Gender : Female*

*Date of birth : July 06, 1982*

*Place of birth : Philippines*

*Citizenship : Filipino*

*Marital status : Single*

*Language spoken : English & Tagalog*

*Religion : Roman Catholic*

**PERSONAL STRENGTH**

* A hardworking person, who is very much eager to learn, accepts direction easily and is willing to invest time and effort necessary to complete a task.
* Have gained effective interpersonal skills, systematic and has the ability to work in a team environment under minimal supervision.
* Confident and motivated person, who will render sincere service and commitment to employer, will bring respect and dignity with the value of honesty, loyalty and love for work for the success of the company.

***Reference:***

*Will be provided upon request*

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| **TRIXIE JOY F. ANGELO – CV No**  **1943838**To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on cvcontacts@gulfjobseekers.comWe will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |