****

**MICHELLE**

**MICHELLE.337812@2freemail.com**

**CAREER OBLECTIVE**

To seek a position that is related to my knowledge, background and ability that would

contribute into my professional development and the entire organization.

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**CAREER SUMMARY**

A detail oriented professional with excellent knowledge of accounts. Gained 12 years of experience in tellering, banking, customer service, analysis and accounting principles. A team player and self-motivated person with research and writing skills.

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**PERSONAL QUALITIES**

Able to grow in a positive harmonious relationship with clients and colleagues at all organizational levels.

Excellent correspondence skills and is able to effectively communicate by phone and e-mail.

Goal-oriented person with a track record of consistently achieving established goals and objectives. Can work in fast-paced environment, demanding strong organizational, technical, and interpersonal skills.

I believe that I have the necessary skills and abilities. I am organized, resourceful, trustworthy, ethical, discreet, fast learner and committed in giving excellent service. I assure you that I will offer the quality of work as your company expecting.

Promotes an enthusiastic, positive environment to my team member to be more fruitful and efficient with our work as well as growth and success of the company.

Able to work under pressure with professionalism.

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**TECHNICAL SKILLS**

Computer skills include: MS Word, Excel, PowerPoint and internet usage.

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**PROFESSIONAL EXPERIENCE**

**GL Bookkeeper**

 **RURAL BANK OF JOSE PANGANIBAN(CN.), INC.(Philippines)**

 June 1, 2014 – May 15, 2015

 Job Description:

\* Provide financial transactions and creates financial reports.

\* Posting & verifying information to accounting journals (Hard copy & soft copy)

\* Balance and reconciles accounts to ensure their accuracy.

\* Monitoring of Account Receivables & Payables.

\* Reconciles accounts from other banks.

\* Provide information to the accountant who creates the company’s financial statements.

\* Assemble information for BSP auditors for the annual audit.

\* Maintain an orderly accounting filing system.

\* Provide clerical and administrative support to accountant as requested.

**CASA Bookkeeper**

 **RURAL BANK OF JOSE PANGANIBAN(CN.), INC.(Philippines)**

 January 1, 2013 – May 31, 2014

Job Description:

\* Maintain and update financial records of clients.

\* Prepare daily reports.

\* Interviewing clients upon opening of account.

\* Provide bank statement as requested by clients.

\* Provide monthly bank statement of checking accounts.

\* Maintain an orderly accounts filing system.

\* Encoding checks issued by clients.

\* Preparing new checks requested by clients.

\* Did other duties assigned.

 **Cashier / Teller**

 **RURAL BANK OF JOSE PANGANIBAN(CN.), INC.(Philippines)**

 February 1, 2005 – December 31, 2012

Job Description:

\* Responsible for the control and safekeeping of bank operating funds; accountable forms and other documents.

\* Supervises, coordinates and reviews cash operations, tellering, and window services of the bank.

\* Ensure fast, efficient and courteous services at all times.

\* Checking Bank Statement for savings & current accounts.

\* Monitoring ATM transactions. Loading & unloading cash on ATM machines.

\* Training of newly hire teller.

\* Provide daily reports or any financial reports needed for compliance.

\* Interviewing clients for approval of opening a special account.

\* Did other duties assigned.

**Teller**

 **RURAL BANK OF JOSE PANGANIBAN(CN.), INC.(Philippines)**

 May 3, 2003 – January 31, 2005

 Job Description:

\* Responsible for receiving cash, check deposits and loan payments.

\* Disbursement of cash withdrawals and check encashment.

\* Provide efficient & quality service to the customers.

\* Provide daily reports to the cashier.

\* Did other duties assigned.

 **Service Crew**

 **JOLLIBEE, Philippines**

 June 2002 – April 2003

 Job Description:

\*Assigned in Pantry, Grill, Back up, Counter & Dining Station.

 **Admin. Assistant**

 **Camarines Norte State College, Philippines**

 Job Description:

\*Assisting new student’s enrollee’s

\*Did other duties assigned

**Student Assistant**

**Camarines Norte College, Philippines**

 Job Description:

\*Assigned in canteen and sometimes on library.



**ACADEMICS**

CAMARINES NORTE STATE COLLEGE

Daet, Camarines Norte, Philippines

Bachelor of Science in Business Administration

Major in Economics

1999-2003

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**PERSONAL DETAILS**

Date of Birth: 8/29/1982

Visa: Tourist Visa

Languages Known: Filipino, English

Address: Hamdan Street, Abu Dhabi, UAE.

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