ANITA

**E.MAIL ADD :** anita.339524@2freemail.com

**Job Objective:**

 To work for a company in order to enhance my communication and skills specially when dealing with issues toward work.

**EDUCATIONAL BACKGROUND**

**Course :** Bachelor of Science in Business Administration

Major in Business Management

**College :** Polytechnic University of the Philippines

 Taguig Branch

 SY 1992 - 1996

**WORK EMPLOYMENT RECORD**

**HEAD OFFICE :** GSIS FAMILY BANK – Ortigas Branch

 2F AIC Grande Tower, Corner Garnet Road,

 Ortigas Centre, Pasig City

**Company :** GSIS FAMILY BANK – Poblacion Branch

**Position :** Accounting Assistant

**Date :** April 15, 2011 – May 13, 2016

**Company :** GSIS FAMILY BANK – Talon Branch

**Position :** Accounting Assistant

**Date :** July 15, 2010 – April 14, 2011

**Company :** GSIS FAMILY BANK – Ortigas Branch

**Position :** Accounting Assistant ( Accounting Department)

**Date :** July 14, 2009 – July 14, 2010

**Company :** GSIS FAMILY BANK – Ortigas Branch

**Position :** Accounting Assistant (Cash Department)

**Date :** September 25, 2005 – July 13, 2009

**Company :** GSIS FAMILY BANK – Zapote Branch

**Position :** Accounting Assistant

**Date :** June 01, 2004 – September 24, 2005

**Company :** GSIS FAMILY BANK – Zapote Branch

**Position :** Alignment for Accounting Assistant

**Date :** January 01, 2004 – June 01, 2004

**Company :** GSIS FAMILY BANK – Zapote Branch

**Position :** Accounting Assistant

**Date :** June 01, 2004 – September 24, 2005

**Company :** GSIS FAMILY BANK – Talon Branch

**Position :** Premium Savings Deposit Teller

**Date :** January 01, 2002 - January 01, 2004

**Company :** GSIS FAMILY BANK – Talon Branch

**Position :** Savings Deposit Bookkeeper

**Date :** December 31, 1999 - January 01, 2002

**Company :** GSIS FAMILY BANK – Talon Branch

**Position :** New Accounts Clerk / Part-Time Tellerr

**Date :** September 16, 1996 – December 31, 1999

**DUTIES AND RESPONSIBILITIES**

**BRANCH ACCOUNTING ASSISTANT**

> Performs and consolidates the daily transactions and checks the balances of the teller.

> Checks and signed all accounting entry tickets to and from branch as to accuracy and propriety.

> Prepares daily reports; acts as the custodian of print-outs and proofsheets

> Reviews all computer generated reports and print-outs

> Acts as secondary custodian of cash safe vault, vault door combination, main vaults door and time delay key and cash safe of ATM machines.

> Prepares disposition report for the inward clearing items and advises depositors of checks for funding; confirms issuance.

> Review reversal of dishonored checks previously debited from the bank’s accounts and posts/debits inward checks and charges.

> Recommends closure of mishandled checking accounts.

> Handles processing and timely dispatch of outward clearing items.

> Maintains property card of FFE and other assets; conducts monthly inventory.

>Assist in investigation of unbalanced cash, tickets and proofsheets.

> Performs other duties that may be assigned from time to time.

**SAVINGS DEPOSIT BOOKKEEPER**

* Computes , maintains and updates financial record of accounts of their clients
* 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.
* Assists the accountant or financial manager in the presentation for audit and 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

**BANK TELLER/PREMIUM SAVINGS DEPOSIT TELLER**

* Responsible for providing exceptional customer service including efficient and accurate transactions processing.
* Responsible for handling branch over-the-counter transactions such as deposits and withdrawals.
* In charge of other tasks such as issuing miscellaneous receipts and disbursement.
* Ensures readiness of all pre-processing requirements of the branch prior to opening.
* Responsible in computing and updates monthly accruals of interest of time deposits of the clients.
* Performs other duties that may be assigned from time to time.

**NEW ACCOUNTS CLERK**

* Greet and assist customers to ascertain their needs.
* Interview customers who wouldlike to start checking or savings accounts.
* Print and distribute application forms, ensuring applicants fill out all fields properly.
* Proofread forms and go over with applicant.
* Enter data into computer systems.
* Hand out company policies on all accounts to customers.
* Ensure customers walk away educated about accounts benefits.
* Prepared forms for signature cards, cashier checks.
* Answers telephone and address inquiries.
* Closed accounts as needed.
* Obtain credit reports.
* Discuss how to apply ATM cards, deposit of checks and time deposits.
* Records customers deposits and fees.
* Perform teller duties as needed.

**Special Skills :**

* Excellent Microsoft/Open Office skills
* Excellent interpersonal skills
* Can work under pressure and in a fast-paced environment
* Responsible and Honest

**PERSONAL DATA**

**Date of Birth :**  September 02, 1975

**Place of Birth :** Manila

**Citizenship :** Filipino

**Civil Status :** Married

**Religion :** Roman Catholic

**Speak and Write :** Tagalog and English

I hereby certify that my above data and information are true and correct.

 **Applicant Signature**