# G:\jeramil payawal calleja_2.jpgCURRICULUM VITAE

# JERAMIL

# JERAMIL.348205@2freemail.com

#

***Career Objective***

To work hard with full dedication for the achievement of organization objective under satisfying job contact, hence enhancing my skills and knowledge and ready to learn new things.

|  |
| --- |
| ***Qualifications**** Adapts easily to new challenges and shows openness to new ways of doing things.
* Accurate, organize and prioritize my work in a team environment.
* Efficient, fast learner and flexible with the ability to finish task on time and can be work under pressure and with minimal supervision.
* Reliable employee that value work, with integrity, patience and honest.
* A good and productive employee, dependable and self-motivated*.*

***SERVICE RECORD*** |

***PROFESSIONAL EXPERIENCE IN PHILIPPINES:***

**Position** :**Bank Teller**

**Company** :**Quezon Capital Rural Bank, Inc.**

LucenaCity, Philippines

 August 2011 – May 2016

***Duties and Responsibilities :***

* Serves as paying and receiving teller (Services the: 1. acceptance of cash and COCI (Checks and Other Cash Items) deposits. 2. withdrawal/encashment of in-house checks. 3. Loan payments and releases. 4. Disbursement of branches. 5. Acceptance of interbranch deposits. 6. Pay-out and send-out of remittances.
* Prepares teller's blotter and proofsheet and files them in chronological order
* Files/reviews all deposit/withdrawal slips received for the day
* Keeps and logs of Cashier's checks and COCI's received for the day
* Keeps and controls hard copies of the daily cash transaction
* Files the signature card
* Assist the Branch Cashier in reviewing documents received from client in the opening of Savings Accounts

**Position** : **Senior Teller / Acting Branch Cashier**

**Company** : **Quezon Capital Rural Bank, Inc.**

Lucena City, Philippines

 June 2016 – January 2017

***Duties and Responsibilities :***

* Custodian of funds and other securities of the bank.
* Fund to depository banks and Head Office
* Daily monitoring to depository banks.
* Supervise/ monitor teller’s cash operation and transaction
* Approves transaction and reports and sign documents within authority
* Keeps and controls accountable forms and office supplies, furniture, fixtures and equipment.
* Supervises funding for Current Account operations and handle inward or outward checks
* Attend to bills to be paid
* Supervises online and offline fund transfer to/from Branches and Head Office
* Handles petty cash fund
* Process pay-out and send-out remittances of clients
* Process the trading of Foreign Exchange transactions
* Member Branch Loan Committee in processing of loan application before submission to Loans Department

|  |
| --- |
| ***ACADEMIC RECORD*** |

### Tertiary : Southern Luzon State University

Lucban, Quezon, Philippines

 Bachelor of Science in Business Administration

 Major in Marketing Management

 2007-2011

**Secondary** : **Liliw National High School**

Liliw, Laguna, Philippines

 2003-2007

### Elementary : Liliw Elementary School

 Liliw, Laguna, Philippines

 1997-2003

|  |
| --- |
| ***COMPUTER PROGRAMS / SOFTWARE OPERATED*** |

* MS Office
* Windows
* CASA Banking System

|  |
| --- |
| ***PERSONAL DATA*** |

**Date of Birth :** November 4, 1990

**Place of Birth :** Sta. Cruz, Laguna, Philippines

**Civil Status :** Single

**Sex :** Male

**Height :** 162 cm.

**Weight :** 120 lbs.

**Religion :** Roman Catholic

**Visa Status** **:** TouristVisato be expired on May 16, 2017