**CAMILO**

******CAMILO.368744@2freemail.com**

**Bachelor of Science in Accountancy (BSA), 1996 - 2000**

**Saint Catherine’s College (SCC)**

Carcar City, Cebu, Philippines

**CAREER OBJECTIVE:**

Seeking employment that allows me to grow professionally, while being able to utilize my skills & knowledge for the growth of the organization with the best use of my dedication, honesty, determination, &resourcefulness, based on my working experience. In lieu with this, I would like to apply for any position that suits my qualification in your good company.

**QUALIFICATIONS & SKILLS:**

* Sufficient clerical, bookkeeping, and administrative cash handling experience.
* Ability to maintain a balance of large bulk of currency constantly
* Ability to maintain confidential information, thereby safeguarding the bank’s integrity
* Ability to execute assigned duties effectively by proper understanding of both verbal and written directives.
* Adequate customer service orientation and experience.
* Ability to handle office pressures and flexible enough to cope with the demands of the job.
* Possesses analytical and problem solving skills.
* Highly skilled in installing, repairing and troubleshooting computer hardware and peripherals.
* Well-versed in installing windows, software, applications, antivirus and patches.
* Working knowledge of modern networking devices and printers.
* Demonstrated ability to read and understand technical manuals and schematics.
* Adept at repairing computer hardware including Windows-based PCs.
* Proven ability to manage multiple troubleshooting tasks simultaneously while maintaining the quality of results.
* Extensive experience in backup and image management software.
* Expert user of Microsoft Office Applications (Word, Excel, PowerPoint and Access).

**EXPERIENCE:**

**Computer Technician**

**iClick Solutions(Sales, Parts & Services)**

**August 2016 to March 2017**

* Accept customer desktop and laptop system in store for repairs.
* Request information about software and hardware issues and document all concerns.
* Troubleshoot systems and work with customers to determine needed hardware or software changes.
* Breakdown systems, remove malfunctioning hardware, and install new parts.
* Check system software and data integrity.
* Perform all repairs with utmost concern for customer privacy.

**Manage Business Owned (Computer Internet shop)**

**February 2009 to Present**

* Setting up network and installing OS and Games on brand new computers.
* Maintain computers by cleaning unwanted files and scan for viruses.
* Conduct troubleshooting and repair defective computer hardware and software.

**Bank Bookkeeper**

**Rural Bank of San Fernando (Cebu), Inc.**

**May 2008 to July 2016**

* Prepares Daily Cash Receipts and Disbursement Reports.
* Controls and approves cash disbursement.
* Prepares check issuance request.
* In charge of monitoring the daily cash position of the bank.
* Balances and prepare reports of total loans, deposits and due from other banks.
* Prepare monthly Balance Sheet/Financial Statement and Income Statement.
* Prepare and submit monthly and quarterly basis to Central Bank’s Financial Reporting Package.
* Withdraw cash due from other banks for additional bank funds.
* Entertain and Discuss with the Bank visitors (Central Bank & Philippine Deposit Insurance Corporation) regarding in their findings and issuances.

**Bank Cashier**

**Rural Bank of San Fernando (Cebu), Inc.**

**June 2002 to April 2008**

* Receive payment by cash, check, credit cards, vouchers, or automatic debits.
* Review cash accounts on a daily basis.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct.
* Supply clients with relevant information on products and services available in the bank.
* Resolve customer issues pertaining to products and services.
* Manage exchanges and returns, taking into account the bank’s procedures on such matters.
* Maintain an extensive report on daily, weekly, and monthly transactions.
* Supply information that will enable the bank to know the products and services which are successful and those which should be discontinued.
* Prepare and submit Central Bank’s weekly report on required and available reserves.

**TRAININGS & SEMINARS ATTENDED:**

* Basic Rural Banking
* Anti Money Laundering Act
* Computer Systems Servicing (with TESDA Certificate)