**MELODY**

Email Address: melody.369612@2freemail.com

Nationality: Filipino

Availability: Immediate

Having 5 years of experience as a Bank Teller and 4 years of experience as an Accounting Assistant. An independent worker with ability to work in a pressured work environment and effectively prioritize job responsibilities.

**CAREER OBJECTIVE**

To obtain a challenging job that fits my qualifications where I can utilize, enhance my skills and acquire new abilities that will assist the company achieving its goals and performance targets.

**KEY SKILLS & COMPETENCIES**

Extensive knowledge of spreadsheets.

Excellent customer service & communication skills.

Used to work continuous under pressure.

Ability to handle large volumes of invoices.

Computer literate.

Fluent in English language verbal and written

**ACADEMIC QUALIFICATIONS**

**Bachelor of Science in Commerce Major in Accounting Management**

University of Batangas 2001 – 2004

Batangas State University 2000 – 2001

Organization:

**IAMS (Institute of Accounting Management Students)**

University of Batangas 2001 – 2004

**WORK EXPERIENCE**

**Banco de Oro Universal Bank – Philippines**

**Accounting Assistant / 5**

May 2009 – Aug 2013

**Bank Teller**

May 2005 – Mar 2009

**Billing Processor**

Accounting Dept. – Head Office

Dec 2004 – May 2005

Duties & Responsibilities:

* Review the Statement of Condition or the Trial Balance, all debit and credit balance are authorized.
* Verify completeness of the unposted items due to/due from General Ledger Account.
* Branch expense are supported by valid documents and stamped paid.
* Prepare monthly, quarterly and yearly financial report.
* Ensure financial security thus helping overall management and strategy.

Training & Seminars:

* Team Building Seminar

Oxford Hotel, Makati Ave, Makati City

* Tellering Training Program

BDO Bldg. Dasmarinas St. Binondo Manila

September 5-10, 2005

* Signature Verification Seminar

BDO Bldg. Dasmarinas St. Binondo Manila

May 21, 2005

* Counterfeit Detection Program

BDO Bldg. Dasmarinas St. Binondo Manila

May 20, 2005

* Negotiable Instrument Law

BDO Bldg. Dasmarinas St. Binondo Manila

May 19, 2005

* Basic Banking Law

BDO Bldg. Dasmarinas St. Binondo Manila

May 18, 2005

* Anti-Money Laundering Law

BDO Bldg. Dasmarinas St. Binondo Manila

May 18, 2005

* Staff Orientation Program

BDO Bldg. Dasmarinas St. Binondo Manila

May 1-17-2005

**On-the-Job Training**

**Security Bank – Batangas, Philippines**

April 16, 2004 – June 8, 2004

Performance Rating 96%

**Resorts World – Genting, Malaysia**

**Crockfords Hotel Butler (Service)**

February 19, 2014 – January 05, 2015

Duties & Responsibilities:

* To establish guest profile through the information provided.
* Must have series of strategies that serve as a tool to get to know the guest’s needs and as means to generate service needs.
* Offer daily personalized assistance.
* Detailed observation and the capacity to analyze the guest’s behavior.
* Provide services with the requested level of quality.
* Capacity to satisfy guests’ needs and exceeding the guests’ expectations.

Training & Seminars:

* Food and Safety Training

RC8 Training Center, Resorts World Genting Malaysia

September 2014

* F&B New Hired, HACCP SOP & CRM Training

Genting Hotel Academy, Genting Malaysia

February 21-25, 2014

**Al Ghurair Retails LLC – Dubai, UAE**

**Sales Associate**

July 4, 2016 – Feb. 21, 2017

Duties & Responsibilities:

* Handle cashier’s duties by taking cash or credit cards in exchange of goods sold
* Provide customers with product information that they need
* Demonstrate the working of product when required
* Ensure that all purchased items are delivered to the customers in a prompt manner

**REFERENCES**

Available on request.