

# JHEZEL B. OQUIAS



## CONTACT

- 0935 933 4529
- oquiasjhezel808@gmail.com
- Puerto Bello, Merida, Leyte

## SKILLS

- Ability to work well under pressure
- Basin Financial Knowledge
- Accurate Cash Handling
- Strong Customer Service Abilities
- Effective Communication
- MS Word & Excel Literate
- Accounting Management Skill
- Critical Thinking

## REFERENCE

### JASON S. ZABALA

Branch Head  
Cantilan Bank Inc  
Phone #: 0931 728 5107

### FIL ADREAN P. JAPUS

Junior Branch Lite Head  
Cantilan Bank Inc  
Phone #: 0976 406 6064



## PROFILE

I am a dedicated and compassionate individual. With profound knowledge and experience, especially in banking services industry. With a strong educational background, hands-on work experiences; along with good quality of personality, I am well-equipped to provide the organization with exceptional service to meet the standards that helps the company to accomplish its goals effectively and efficiently.



## WORK EXPERIENCE

### CANTILAN BANK INC.

#### Teller / Customer Relation Associate

MAY 12, 2025 - PRESENT

#### Loan Processor

NOVEMBER 2024--MAY 09, 2025

- Process loan application
- Prepares Cashflow, worksheet, and underwriting
- Prepares loan amortization schedules, loan agreement, and other loan documents
- Posting repayments
- Secure and organized clients credit files
- Entertain clients queries

#### Customer Relation Associate

JUNE 2024 - NOVEMBER 2024

- Open New Accounts, validates, verified, and authenticates clients signature.
- Updates clients account
- Making and keeping reports for office tracking transactions
- Do minutes of meeting monthly
- Making supplies inventory in every end of the month
- Assist during ATM Load; and assist other officers

#### Teller

DECEMBER 2022 - JUNE 2024

- Receive cash for deposit, posting payments, and receipts for other income.
- Disburse cash for loan releases, withdrawals, and check encashment.
- Making voucher for ATM Replenishment, and other expenses related to work.
- Bundles cash according to prescribed domination
- Beginning and ending balances every end of the day
- Arranges proof sheet (all transaction of the day)



## EDUCATION

### Bachelor of Science in Agribusiness

2018 - 2022

Visayas State University

GPA: 1.70

### Career Service (Prof.) Second Level Eligibility

Latin Honor Awardee - CUM LAUDE

Certification of Completion of NSTP (ROTC)

Convocation Award - 2018