



Personal information

Name **Exel H. Omalay**
Address Brgy. Sto. Rosario Baybay City, Leyte
Cellphone number(s) **0955-753-1951**
E-mail **exel.omalay@gmail.com**
Nationality Filipino
Date of birth 21 December, 1995
Gender Female

Aims

Type of job Full time job

Professional goals Professional development, implementation of the skills, learning of new elements
Personal Goals To seek job and opportunity, to work, enrich my talents and skills, achieve my goals, and have strong desire to grow professionally and ready to face new challenges.

Work experience

Occupation or Position held **Bank Teller**
Dates February 18, 2019 – February 28, 2021
Name and address of employer China Banking Corporation, Ormoc City
Type of business or sector Financial Sector
Main responsibility Serve customers by completing account transactions such as receiving deposits and loan payments, cashing checks and issuing savings withdrawal. Answers questions in person or in telephone and cross-sell bank products.

Educational Background

College **Visayas State University**
Bachelor of Science in Agribusiness
2017-2018
High School **Baybay National High School**
30 de Diciembre St. Baybay City, Leyte
2011-2012
Elementary **Baybay I Central School**
A. Bonifacio St. Baybay City, Leyte
2007-2008

Training and Seminars

Basic Teller Course
February 20 – 21, 2019
HQ-CEBU CBC Building, Cebu City

Signature Verification
May 25, 2019
HQ-CEBU CBC Building, Cebu City

Negotiable Instruments
June 15, 2019
HQ-CEBU CBC Building, Cebu City

Counterfeit Detection
May 26, 2019
HQ-CEBU CBC Building, Cebu City

Professional skills and competences

Foreign Languages
Skills

English - Average

Internet
Level: Intermediate
Last used: current
Experience: 10years

MS Word
Level: Intermediate
Last used: current
Experience: 8 years

MS Excel
Level: intermediate
Last used: current
Experience: 8 years

PowerPoint
Level: Intermediate
Last used: current
Experience: 8 years

Social skills and competence

Ability to work under pressure, adaptive, good human relation, creative and positive thinking, sense of humor, and always willing to learn

Organizational skills and competences

Refers conscientiously and responsible to the assigned tasks

Additional information

Reference(s):
Mr. Atilo S. Acido, CBC Ormoc Branch Cashier
Contact number: 0932-875-3225
Mr. Brian Bulawan, CBC Baybay Branch Manager
Contact number: 0916-143-3523
Mr. Jose Alvin Sumalinog, CBC Ormoc Branch Operations Head
Contact number: 0917-720-0149

Family Background

Father Nestor L. Omalay
Mother Adelaida H. Omalay
Sibling(s) Adelyn O. Villaber
Bernadith H. Omalay
Cherynie O. Macanif
Deberlyn H. Omalay
Felma H. Omalay
Gwendolin H. Omalay
Hazel H. Omalay
Ioann H. Omalay