

JHEZEL B. OQUIAS

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- Puerto Bello, Merida, Leyte

I am dedicated and compassionate individual with profound knowledge and experience, especially in banking financial services. 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 and to meet the standards that help the company to accomplish its goals effectively and efficiently.

CERTIFICATION

- Convocation Award - 2018
- Certification of Completion of NSTP (ROTC) - 2019
- Latin Honor Awardee - CUM LAUDE
- Career Service (Professional)
Second Level Eligibility

EDUCATION

Bachelor of Science in Agribusiness
Visayas State University (Main Campus) 2022
1.70 GWA

SKILLS

- Accurate Cash Handling
- Basic Financial Knowledge
- Strong Customer Service Abilities
- Effective communication
- MS Word & Excel Literate
- Accounting Management Skills
(Financial Statement)
- Critical Thinking
- Ability to work well under pressure



EXPERIENCE

Cantilan Bank Inc (Teller)

Poblacion Merida Leyte - BL-Merida
December 2022 - June 2024

- Receive cash for deposit, walk in loan payments, and receipts for other income
- Disburse cash for loan releases, withdrawals, and check encashment
- Making voucher for atm replenishment and to other expenses related to work
- Bundles cash according to prescribed domination
- Beginning and ending balances at the end of the day
- Arranges proof sheet
- Entertain and attain clients queries

Cantilan Bank Inc (Acting Customer Relation Associates)

Brgy. Alegria, Ormoc City - Ormoc Branch
June 2024- Present

- Open New Accounts
- Validates and verified clients signature
- Authenticates all clients information
- Keeping and tracking records of each clients
- Updates clients account
- Making and keeping reports for office purposes
- Making supplies inventory every end of the month
- Do the Minutes of Meeting
- Entertain clients
- Answers all clients inquiries and information needed.
- Assist in loading in ATM
- Assist the officers