

WORK EXPERIENCE SHEET	
<i>Instructions: 1. Include only the work experiences relevant to the position being applied for.</i>	
<i>2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed starting with the most recent/present employment</i>	
<ul style="list-style-type: none"><li>• Duration: <b>October 1 2014 – Present</b></li><li>• Position: Branch Manager</li><li>• Name of Office/Unit: M.Lhuillier Financial Services Inc.</li><li>• Immediate Supervisor: Rex Ordo</li><li>• Name of Agency/Organization and Location: M. Lhuillier Financial Service, Inc- Mabuhay Paliparan 3 Dasmarinas, Cavite</li></ul> <p>Summary of Actual Duties:</p> <ul style="list-style-type: none"><li>• Primarily performs the cashier and data encoder function in the branch as required by the management to ensure branch smooth operations.</li><li>• Manages the branch operations and ensures that operations are customer friendly, cost efficient and profitable.</li><li>• Performs vault custodian function. Responsible for the monitoring and safekeeping of cash and jewelries.</li><li>• Ensure and check all disbursement of money remittances and other cash transactions are recorded and accounted (debited or credited) properly in the general ledger account.</li><li>• Check the cash receipts and disbursements Record Book and ensures that actual cash count balances with the record at closing hour.</li><li>• Evaluates performance of subordinate employees, trains them in the branch operations and recommends them for promotion, further training, transfer or any disciplinary actions.</li><li>• Ensures that all branch employees are following guidelines, signed memos and standards reflective of the company code of employee discipline.</li><li>• Submit periodic reports to Area Manager in branch operations and financial performance.</li><li>• Resolves problems affecting branch operations e.g. customer dispute and request.</li><li>• If and when necessary, performs the functions of the other branch employee, in their absence.</li><li>• Supervises the branch cashier, vault custodian and teller.</li><li>• Has organizational relationship to report to the Area Manager.</li><li>• Gold and diamond appraiser.</li><li>• Conduct CSA (Control Self-Assessment).</li></ul>	
<ul style="list-style-type: none"><li>• Duration: <b>November 2, 2011 – September 30, 2014</b></li><li>• Position: Assistant Branch Manager</li><li>• Name of Office/Unit: M.Lhuillier Financial Services Inc.</li><li>• Immediate Supervisor: Robinson Alpeche</li><li>• Name of Agency/Organization and Location: M. Lhuillier Financial Service, Inc- Molino 3, Bacoor, Cavite</li></ul> <p>Summary of Actual Duties:</p> <ul style="list-style-type: none"><li>• Gold and diamond appraiser.</li><li>• Performs vault custodian function.</li><li>• Manages the branch in the absence or in the incapacity of the Branch Manager to perform his functions.</li><li>• Primarily performs the cashier and data encoder functions in the branch.</li><li>• Updates computer files on daily transactions.</li><li>• Generates reports like cashbook and journal entries (computer generated)</li><li>• Reconcile MT forms versus cash paid and collected</li><li>• Reconcile daily transaction log versus MR form</li><li>• Journalizes and supervises the journalizing of daily transactions</li><li>• Reimburses authorized expenses</li><li>• Assists the branch manager in ensuring that the branch and its facilities, tools and equipments are kept in utmost functionality</li><li>• Responsible for the monitoring and safekeeping of cash and jewelries.</li><li>• Coordinate functions with other staff in the branch.</li><li>• If and when necessary, performs the functions of the other branch employee, in their absence.</li><li>• Has organization relationship to report to the branch manager.</li></ul>	

- Duration: **April 11, 2007 – October 31, 2011**
- Position: Branch Teller/Branch Records Clerk/Cashier/Encoder
- Name of Office/Unit: M,Lhuillier Financial Services Inc.
- Immediate Supervisor: Reynaldo Delmar
- Name of Agency/Organization and Location: M. Lhuillier Financial Services, Inc – Imus cavite

Summary of Actual Duties

- Responsible for the records and document's keeping, recording, checking, updating and preparing in the branch operation.
- Perform tellering functions in the branch operation in accordance to the routinary duties and responsibilities as teller.
- Responsible for the cash receipts and disbursements of money remittance cash transactions.
- Recording of transactions involving cash book, General Journal expenses and recievables.
- Updating all transaction records and documents to avoid possible backlog.
- Prepares all the necessary report in the branch.
- Performs other related functions as may be assigned by my superior.



SIMPROSO ANDRADE ARQUILLANO JR.  
(Signature over Printed Name of  
Employee/Applicant)

Date: