

Marcos Bizelle H. Magbanua

BRANCH OPERATIONS ASSISTANT

Profile

I am a Branch Operations Assistant responsible for processing checks for clearing, monitoring, and processing investments in peso and foreign currency, daily printing, checking of reports of the previous day's transactions, ensuring there will be no anomalous balance on the book, and policies of the bank are strictly observed, who has worked in both the academe and industry for over 4 years now.

Summary of Qualifications

- Career Service Professional Eligible (Professional Level)
- Exhibits professional demeanor in the conduct of assigned duties and responsibilities
- Proficient in MS Word, Excel and PowerPoint Office applications
- Can deal with all levels of people inside and outside the organization
- Capable to multitask and can work under pressure
- Result-driven, capable to work efficiently with minimal supervision
- Has experience in a Human Resource Management and Medical Records section
- Has great enthusiasm, commitment to excellence, and a strong sense of responsibility
- Has knowledge of using SPSS

Contact Details

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East Homes 2, Estefania, Bacolod City

Affiliations

- Scholar, Jean Baptiste Dance Company, (2013-2014)
- Member, Political Science Society (2013-2014);
- Member, SPES, DOLE/PESO (2014-2017);
- Member, Working Scholar Association (2014-2017);
- Member, Junior Philippine Economic Society (2015-2017)

Work Background

Branch Operations Assistant

China Banking Corporation

02 Oct 2017 - present

- Directly reports to the Branch Operations Head
- Handles Accounting/Clearing/Bookkeeping operations

Social Media and Marketing Expert

GoLeanSigma.de (Germany-based) & Profaircorp (US-based)

2022 - present

- Developing new social media marketing strategies and campaigns
- Managing a budget to be spent on promoting social media posts & ads marketing, posting contents, graphic design, SEO, SEM and interacting with clients regarding their queries.

Project-based Employee

University of St. La Salle - Graduate School

Apr 2017 - Sept 2017

- Handled clerical tasks such as preparing requested Transcript of Records and safekeeping and organization of both office and student documents
- Proctored examinations as instructed

Pre-Professional Experience

Intern

The Doctor's Hospital, Inc.

Apr - May 2016

- Assigned at the Human Resource and Medical Records Section for 200 hours
- Assisted with clerical tasks without compromising records' confidentiality

Working Student Assistant

University of St. La Salle - Main College Library

2014 -2017

- Assisted students and faculty locate books and find online materials
- Checked books in and out of the front desk
- Sorted, shelved, and catalogued books according to categorization

Educational Background

University of St. La Salle - Bacolod

Bachelor of Science in Business Administration

Major in Business Economics

2014-2017

Bachelor of Arts Major in Political Science

2013-2014

St. Joseph School - La Salle

2008-2012

References

Ms. Mia Angela Alayon
Head, Medical Records Section
The Doctor's Hospital, Inc.
468200, Local 120

Ms. Janice Mandia, MLS
Supervisor, Periodicals Section
University of St. La Salle - Bacolod -
Main College Library
4346100, Local 354

Ms. Mercedes Cañal, PhD
Faculty, College of Business
and Accountancy
University of St. La Salle - Bacolod
468200, Local 120

Learning and Development

ISO e-Learning

JChina Banking Corporation Academy | 28 Apr 2022

Anti-Money Laundering Act E-Learning Program

JChina Banking Corporation Academy | 28Jan 2022

ISO e-Learning

JChina Banking Corporation Academy | 6 Dec 2021

Data Privacy E-Learning Course (DPELC)

JChina Banking Corporation Academy | 21 Oct 2021

Counterfeit and Signature Verification Seminar

JChina Banking Corporation Academy | 13-14 Oct 2018

Negotiable Instruments Law Seminar

JChina Banking Corporation Academy | 26-27 Apr 2018

Selling Techniques

JChina Banking Corporation Academy | 24 Mar 2018

Bank Accounting & Accounting Course

China Banking Corporation Academy | 21 Oct 2017

Economic Summit: The Economics of the Environment

Junior Philippine Economic Society | Jan 2017

Learn to trade Forex Seminar

Foreign Exchange | 28 Sept 2016

The Philippine Electric Power Industry Seminar

University of St. La Salle - Bacolod | 11 Aug 2017

Career Development Seminar on Banking

Junior Philippine Economic Society | 11 Aug 2017

In Service Training:

“Work, Attitude, Values and Education”

University of St. La Salle - Bacolod | Apr 2016

Basic Stock Market Seminar:

“Understanding the Philippine Financial Environment”

Junior Philippine Economic Society | 05 Dec 2015

Financial Management Seminar:

“How to Invest for Long-term Growth”

Junior Philippine Economic Society | 19 Sept 2015

In Service Training: “Proper Etiquette in the Workplace” and “Partnering with parents towards responsive Library Service”

University of St. La Salle - Main College Library | 10 Apr 2015

“Solidarity and fellowship Day with University Working Students Assistants” with topics on “Office Etiquette and Decorum” and Journeying in the Lasallian Mission

University of St. La Salle - Main College Library | 26 Jul 2014

Recognitions

Civil Service Eligible Level II (Professional Level)

Civil Service Commission | 04 June 2019

Dancer of the Year

University of St. La Salle - Bacolod | 2017

College of Business and Accountancy | 2017

Nominee, Best in Performing Arts

University of St. La Salle - Bacolod | 2017

1st Runner Up, University Week: Limitless, Dance Competition

University of St. La Salle - Bacolod | 2016

2nd Place, Summer Splash: Oasis, Dance Competition

University of St. La Salle - Bacolod | 2016

Champion, Animolympics, Cheer it Up Competition

University of St. La Salle - Bacolod | 2016

1st Runner Up, University Week: Ignition, Dance Competition

University of St. La Salle - Bacolod | 2015

Participant, Inter-Class Debate

University of St. La Salle - Bacolod | 2015

Dean's List Awardee, 1st Semester

University of St. La Salle - Bacolod | 2013 - 2014