



PERSONAL INFO



ADDRESS

322 Bonga Mayor, Bustos,
Bulacan



CONTACT NUMBER

0928-223-3223



EMAIL

jaizeller@gmail.com

SKILLS

- Cash Handling Skills
- Ledger Balancing
- Data Entry
- Record-keeping and Documentation
- Clerical works
- Interpersonal Skills
- MS Words, Excel and Powerpoint
- Customer Service

LANGUAGES

- Filipino (Native)
- English (Average)

REFERENCES

Juneil Patrick T. Esguerra
0955-916-1138
Branch Manager – Mlhuillier
Inc. Baliwag, Bulacan

Carlito C. San Pedro
0947-999-9344
Area Manager – Mlhuillier Inc.
Bulacan

JAIZELLE REYES DIG

Remittance Teller – Assistant Branch Manager

Assistant Branch Manager of Mlhuillier Financial Inc. Philippines with 5 years experience, and 1 year experience as a project-based hired in Bank of the Philippine Island. Efficient teller and a customer service with solid skills in cash drawer balancing and knowledgeable at data entry and ledger balancing. Focused on achieving the branch's goal with an ability to perform multiple tasks. Interested in joining a company that offers a career growth and a dynamic leadership.

WORK EXPERIENCE

Remittance Teller

Mlhuillier Financial Inc., - June 2017 – Present

Responsibilities:

- Processing of remittance transaction both local and international
- Encoding data from transactions to company business operating system
- Balancing of cash drawer
- Preparing fund transfer report, cash transfer receipt
- Organizing the send out, pay out reports daily, weekly, and monthly transactions
- Doing month end report
- Vault Custodian: Checking inventory; tallying of items, cash, and products
- Cross selling; offering all products and services of the company to the customers
- Issuing insurance for the customer, explaining the scope of the insurance
- Giving the customers a good service and understanding
- Using Office Words, Excel and Presentation
- Aptness to computer and other peripheral hardwares.
- Gold jewelry appraiser
- Accepting of Lazada drop off and Shopee Return and ML Kargo
- Processing of travel ticket airline local and international

Project Based-hired

Bank of the Philippine Island - July 2016 – November 2016

Responsibilities:

- Inventory and accounting of signature cards of branch accounts
- Sorting of files, updating documents, folderizing per customer
- Retrieval of documents and files from storage rooms, vaults, cabinets
- Preparing of checklist per folder
- Labeling documents folder according to standard template
- Arranging of files and documents for warehousing
- Safekeeping of assigned system's password
- Ensuring the proper turn-over of documents and information to the Branch Manager

I hereby swore that the above data are true and authentic to the best of my abilities and capabilities.

-Jaizelle Reyes Dig