

## Education History

UNIVERSITY OF THE EAST  
Bachelor of Science in Accounting Technology  
June 2011 - October 2015

## Work Experience

### **Blitz System For Software Solution Accountant**

June 3, 2022 - April 30, 2023

- Bank Reconciliation
- Recording Daily Sales and Expenses
- Invoicing / Billing
- Accounts Payable
- Accounts Receivable
- Quickbooks Online

### **Presidential Legislative Liaison Office, Philippines**

#### **Administrative Assistant V**

July 2018 - September 2021

- Processing and reporting on office expenses
- Petty cash voucher custodian
- Bank reconciliation
- Schedule in-house and external meetings
- Distribute incoming mail
- Organize company documents into updated filing systems
- Make travel arrangements
- Prepare spreadsheets, reports and assisting the Head Executive Assistant in meetings

### **Robinsons Bank, Philippines**

#### **Operation Member - Teller**

#### **Operation Armored Member - Teller**

October 2016 - February 2018

- Provides account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals and handles foreign exchange as well as traveler's check.
- Make sales referrals, suggest alternate channels and cross-sell products and services.
- Comply with regulatory requirements; manage risk in every transaction and detect fraudulent transaction to prevent losses.

### **Bank of Philippine Island, Philippines**

#### **Operation Member - Teller**

February 2016 - September 2016

- Processing transactions such as deposits, withdrawals, or payments, cashing checks, handling currency and resolving complaints or account discrepancies, and answering questions.
- Responsible for achieving performance standards for referrals and cross-sell of products and services to achieve bank growth objectives.
- Complies with bank operations and security procedures by participating in all dual-control functions.

## SKILLS

Bank Cash Operations  
Core Banking Systems

- AML Compliance and Fraud Knowledge
- Microsoft Office
- Counterfeit Detection

## TRAININGS & CERTIFICATES

- AML Detection and Prevention
- Counterfeit Detection Training
- Bank Regulatory Compliance Training



## Frederick M. Tumampil

Experienced Office Management and Administration Professional with 5 years of experience optimizing productivity, efficiency and service quality across various environments. Works effectively with cross-functional teams in ensuring operational and service excellence.

## References

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## Contact



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