



JULIE SHEYNE C. REJUSO

OBJECTIVE

To obtain a position that would best fit my qualifications, and develop further my talents, knowledge, and skills in terms of finance.

VITALS

106 Bin Khamil Bldg., Al Wada,
Sharjah, UAE

Mobile: +971524599973

WhatsApp: +971524599973

Email: juliesheyner@gmail.com

LinkedIn:

<https://www.linkedin.com/in/julie-sheyne-r-64342b115/>

EDUCATION

FAR EASTERN UNIVERSITY – DILIMAN

BACHELOR OF SCIENCE IN BUSINESS
ADMINISTRATION MAJOR IN
FINANCIAL MANAGEMENT
2015 - 2018

WORK EXPERIENCE

PHILIPPINE BUSINESS BANK - MUZON BRANCH

JULY 25, 2018 – JULY 01, 2020

Branch Teller

- Acceptance of Cash/Check Deposit (Peso and Foreign Currencies)
- Disbursement of Funds – (Peso and Foreign Currencies)
- Handles interbranch transaction both deposits and withdrawals.
- Handles ATM Cash Replenishment

JULY 01, 2020 – MARCH 31, 2023

Customer Service Assistant

- Alternate branch teller.
- Process account opening and KYC procedures.
- Assists Branch Operations Officer in ATM Cash Balancing
- Keeps accurate records on all accounts.
- Perform risk profiling of clients.
- Process Telegraphic Transfer/PDDTS/Buying and Selling of dollar.
- Handles supplies requisition and monthly supplies inventory.
- Co-custodian of accountable forms.
- Handles disbursement and replenishment of Petty Cash Fund.
- Balancing daily cash sheet, working supplies and accountable forms.
- Cross selling of bank products and services.

SKILLS & ABILITIES

- Proficient in Windows-based software such as Word, Power point, and Excel
- Knowledgeable in SAP Business One
- Able to adapt changing environment
- Quick learner and well organized
- Customer Analysis
- Knowledgeable in Bank operations

SEMINARS

AMLA Orientation

August 16, 2018 – Philippine Business Bank

Signature Verification & Forgery Detection Seminar

August 18, 2018 – Philippine Business Bank

Counterfeit Detection Seminar

August 18, 2018 – Philippine Business Bank

Fraud Detection and Prevention

September 8, 2018 – Philippine Business Bank

Bank Security Awareness

July 09, 2022 – Philippine Business Bank

Information Security Awareness Orientation

July 16, 2022 – Philippine Business Bank

REFERENCES

MICHELLE G. IBASCO

BRANCH MANAGER – CHINA BANKING CORPORATION
0968831488

YVONNE VALERIE URBINA

SENIOR FINANCIAL ADVISOR – THE HONGKONG AND SHANGHAI BANKING
CORPORATION LIMITED
09473365073