



JULIE SHEYNE C. REJUSO

SUMMARY

Dedicated bank employee with 4+ years of experience with extensive experience in financial transactions, administrative work and customer service satisfaction. Seeking to use my knowledge and ability and develop further my talent and skills in a well-established organization.

VITALS

106 Bin Khamil Centre., Al Wahda, Sharjah, UAE

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WhatsApp: +971524599973

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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

- Perform day to day financial transaction such as but not limited to acceptance of cash/check Deposit and disbursement/encashment of cash both peso and foreign currencies.
- Handles interbranch transaction both deposits and withdrawals.
- Handles ATM Cash Replenishment.
- Prepares mid-day and end-of-day reports.

JULY 01, 2020 – MARCH 31, 2023

Customer Service Assistant

- Handles incoming and outgoing calls and emails.
- Receives, screens and assists visitors.
- Enrolling new accounts and assisting current accounts with their queries.
- Enters data into a computer, prepares reports, general documents & correspondence, and routes documents for approval and signature.
- Ensure proper documentation on all client accounts.
- Handles client's payroll and ensuring all payroll transactions are processed efficiently.
- Process Telegraphic Transfer/PDDTS/Buying and Selling of dollar.
- Prepares bills payment.
- Handles supplies requisition and monthly supplies inventory.
- Handles disbursement and replenishment of Petty Cash Fund.
- Assists with the preparation of reports using Microsoft Office including Word and Excel.

SKILLS & ABILITIES

- Proficient in Windows-based software such as Word, Power point, and Excel.
- Knowledgeable in SAP Business One
- Good Verbal Communication skills
- Capable of Working with Minimal Supervision.
- Honesty and Record-Keeping Skills.
- Able to adapt changing environment.
- Self-motivated, detail-oriented and well-organized
- Customer service orientation and 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

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