



MARIEL SIASICO DENOLAN

📍 Marina, Dubai - UAE

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OBJECTIVE

To secure a position in a reputable company and to work in an environment that will challenge me to broaden my knowledge and sharpen my skills.

EDUCATION | SEMINARS | TRAININGS

- Graduated from **OUR LADY OF FATIMA UNIVERSITY** S.Y 2015-2019 **Bachelor of Science in Business Administration major in Marketing Management.**
- Completion of MS office training
- Completed ANTI-MONEY LAUNDERING ACT seminar.
- Counterfeit Money Detection training
- Basic signature verification training
- Completed Information Security Awareness seminar.

SKILLS

- Excellent ability to effectively juggle several priorities in a fast-paced work setting.
- Proficient in MS Office
- Highly organized and attentive to details
- Superb communication and interpersonal skills
- Possess a creative and exceptionally positive personality.

PERSONAL DATA

Date of birth: 15, May 1999
Age: 23
Gender: Female
Civil Status: Single
Nationality: Filipino
Language: English and Tagalog

WORK EXPERIENCE

Landbank of the Philippines

Quezon city - Philippines

▪ **01 March 2022 – 01 March 2023**

March 2022 - September 2022: Administrative Assistant

Assigned to assist customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints and account discrepancies. Informing customers about bank products and services. Answering and resolving calls and emails. Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete. Maintaining and balancing cash drawers and reconciling discrepancies Accomplishing paperwork after operational hours.

October 2022 – March 2023: Administrative Assistant and ATM Teller

Assigned to over the counter and back-office transactions as well as managing the transactions of the Automated Teller Machine (ATM). Perform all the ATM functions including preparing daily proof sheet and responsible for ATM reconciliation, cash counting and cash balancing. Tests machine functions, corrects malfunctions, or calls repair personnel when ATM needs repair. Resolves customer's complaint about debited accounts or non-dispense of cash.

United Coconut Planters Bank

Quezon City - Philippines

▪ **01 August 2019 – 17 December 2021**

Assigned as teller that assists and processes customers with their over-the-counter transactions such as deposits, withdrawals, and payments. Ensure the confidentiality of client's personal information with alignment to Data Privacy Act. Stores and securing files related to client's transactions. Meet and exceed bank service standards, greeting and acknowledging each customer to make them feel welcome, while complying with bank procedures and security protocols.