



ERICA VIANGCA TIEN

BANK TELLER

CONTACT



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Crown Residency A Wing 6A -
Umm Hurair First, Consulate
Area, Burjuman, Dubai, UAE

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT

JUNE 2013- MARCH 2017
UNIVERSITY OF SAINT LA SALLE
BACOLOD CITY, PHILIPPINES

SKILLS

- Problem Solving
- Communication
- Teamwork
- Meeting Deadlines
- Strong Work Ethic
- Critical Thinking
- Resilience

ABOUT ME

I'M DETERMINED & TRUSTWORTHY TELLER WITH ALMOST 5 YEARS OF PROFESSIONAL EXPERIENCE. I PUT CUSTOMER SATISFACTION FIRST, ALWAYS.

EXPERIENCE

BRANCH TELLER

PJ LHUILLIER GROUP OF COMPANIES

AUGUST 2018- FEBRUARY 2020

- Provides clerical and administrative support to Cebuana Lhuillier branches.
- Handles branch transactions - remittance, pawning, insurance and other financial products/services.
- Coordinates with Branch and Partner Support Desk for inquiries regarding processing or transaction status in branches.

VAULT CUSTODIAN

PJ LHUILLIER GROUP OF COMPANIES

MARCH 2020 - JANUARY 2021

- Monitoring the movement of items in and out of the vault.
- Ensuring the safety of all items in the vault such as cash and jewelries.
- Conduct physical inventory of all pawned items and prepare the list of all jewelries for auction.

BANK TELLER

ENTERPRISE BANK INC.

JUNE 2021- JULY 2023

- Responsible for the efficient implementation of established branch operations.
- Processes and maintain accurate records of the routine transaction of bank clients, disburses loan proceeds to client.
- Facilitates check encashment, caters to deposits and withdrawals, accepts utility bills payments and remittances.