



# ALEXIS ANTIPUESTO

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## EDUCATION

Bachelor's Degree in Business Administration Major in Marketing Management, Our Lady of Fatima University 2018

## TECHNICAL SKILLS

Microsoft Office

- Word, PowerPoint
- Excel, Outlook

## SKILLS

KYC Procedure, AML

Data Processing

Computer Literate

Decision Making ability

Bank reconciliation

Analytical thinking

Time management

Management Reporting

Collaboration and Conflict management

## CERTIFICATIONS

AML Home study program  
Philippine National Bank  
2022 | 2024

## TRAININGS

AML Home Study Program, 2024  
New Accounts Bank Training 2024  
Counterfeit Detection Seminar 2018  
Signature Verification Seminar 2018  
Tellers Training Program 2018

## ► PROFILE

A highly motivated and detail-oriented professional with 6 years of experience in banking industry and worked as teller/new accounts and admin in bank. Engaged in KYC procedure and AML basic understanding, served as administrator after banking office hours. Knowledgeable in Microsoft applications. Expertise in financial reporting, reconciliation and helping mitigate inquiries from clients, with proven success by executing accurate decision making. Offering a strong understanding of regulatory frameworks and a proven track record in identifying and mitigating potential risks. Committed to upholding the highest ethical standards and ensuring compliance with all applicable laws and regulations and also a talented Sales Associate with a passion for exceeding customer expectations.

## ► WORK EXPERIENCE

### Philippine National Bank

#### Sales and Service Associate Teller | Nov 2018 - Dec 2024

- Collaborated with marketing and product teams to develop effective strategies and campaigns to drive customer engagement and sales.
- Developed strong customer relations by providing timely and accurate information and solutions to customer inquiries.
- Responsible for cash handling, balancing branch totals, reconciliation, and submission of various reports including other related back-office functions.

#### Sales and Service Associate New Accounts Clerk | Nov 2018 - Dec 2024

- Interview persons desiring to open accounts in financial institutions. Explain account services available to prospective customers and assist them in preparing applications.
- Conducted KYC procedure, Credit Investigation, and AML procedure. Background checking profiles of the customer prior to their opening of accounts.
- Assisting and pursuing clients to identify what they need to maintain and secure their assets by showcasing the security and satisfaction of what product or service they need.

#### Office Administrator / Data Encoder | Nov 2019 - Dec 2024

- Processed account opening data's and ensured accuracy details to be encoded in the bank system and coordinating to the back office for assurance of all correct data entry
- Assist with ensuring companies compliance with labor laws and regulations. Helped co-workers about their inquiries and answer telephone and email questions.
- Checked and verified all data of each clients to comply all thematic reviews for the bank.
- Able to perform 55 words per minute as required to input necessary data in a fast way.