



# NEPTHECIA MAGBANTA BUTAWAN

## Bank Service Officer

### Phone

+0503-919-748

### Email

nepnep1025@gmail.com

### Address

1103 Bin Moosa Tower,  
Hamdan Street, Abu Dhabi,  
United Arab Emirates

## About Me

Competent and committed Bank Professional with 24 years of providing exceptional services with integrity in Banking operations. Seeking for career advancement in an international stage.

## Education

### Masters in Business Administration

Pamantasan ng Lungsod ng Maynila  
Intramuros, Manila, Philippines  
2003-2006

### Bachelor of Science in Commerce Major in Management Accounting

Ateneo de Davao University  
Davao City, Philippines  
1994-1998

## Skills

- Bookkeeping/Accounting
- Marketing
- Technical and Interpersonal
- Leadership
- Critical Thinking
- Customer Service

## Eligibility

Civil Service Professional Career  
Exam Passer - Philippines

Civil Service Sub- Professional  
Career Exam Passer - Philippines

## Languages

English

Filipino

## Experience

### Land Bank of the Philippines

2001-2025

#### Branch Service Officer

Reviewed/checked the work of staff under supervision for conformance to established policies and procedures. Control vault and cash management of the unit; handled custody of the of the accountable forms and securities. Attend to clients' needs and queries; promotes/market bank products and services to depositors and prospective clients. Act as Officer -in-Charge in the absence of the Branch Manager.

#### Document Examiner

Verified the authenticity of signatures and signatories of documents. Maintain Specimen Signature Cards, Corporate Folders and others. Act as Property and Supply Officer; monitor/conduct periodic inventory of property and supplies. Act as Timekeeper. In-charge in the transmittal of documents to the Accounting Center. Act as Alternate Cashier, Clearing Assistant, CASA Bookkeeper whenever the need arises.

#### Clearing Assistant

Received, balanced, sorted and encoded all outward clearing checks from tellers against reading and scan checks to be forwarded to Clearing Department. Balanced and prepared all necessary reports and over-the counter transactions and documents for disbursement. In charge of balancing ATM Transactions. Act as Salary Loan Bookkeeper.

#### Teller

Handled deposit taking, withdrawals, encashments and collections. Verified authenticity of signature on withdrawal slips for transaction within tellers' limit. Balances daily tellers' transactions. Act as ATM Teller.

#### New Accounts Clerk

Handled the opening and updating of deposit accounts . Performed KYC to prospective clients. Processed the documentation of various clients' transactions, Outward Telegraphic Transfers. Reporting of Covered Transactions not captured in the on-line system thru AMLADES.

#### Bookkeeper

Handled the posting of approved debit and credit memo transactions and Authority for Fund Transfer in the Consumer Terminal. Computed time deposits maturity. Balanced and prepared various reports to Accounting Center and submitted ahead of deadline.