

MARIE JOY A. LASCOTA

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CAREER OBJECTIVE:

To be able to participate in an environment where I can share and perform my skills to the best of my knowledge and ability to further enhance my skills and knowledge in order to support the company in its goals and objectives.

PERSONAL INFORMATION:

Age	:	27 years old
Birthdate	:	January 18,1996
Place of Birth	:	Tagudin, Ilocos Sur, Philippines
Height	:	5'3"
Weight	:	50 kg
Civil Status	:	Single
Nationality	:	Filipino
Religion	:	Roman Catholic
Language Spoken	:	English, Tagalog and Iloco
Visa Status	:	Visit Visa (Exp. 4 March 2023)

WORK EXPERIENCE

❖ Company	:	BDO UNIBANK INC. BGC Net Park Branch August 2017 – February 2023
Position	:	Marketing Assistant (September 2022-February 2023)
Task Undertaken	:	<ul style="list-style-type: none">• Perform start and end of day banking activities.• Ensure correctness and completion of transaction documents used in processing; timely completion of end-of- day transactions and activities.• Ensures compliance to prescribed bank policies and procedures; internal control and regulatory requirements.• Communicated with clients regarding accounts services, statements, and balances.• Opened, closed and update accounts for customers.• Promoted available products and services, to customer during service, account management and order calls.• Assist in achieving financial target.

- Performs other duties that may be assigned from time to time.

- Position** : Client Service Associate (TELLER)
(August 2017-August 2022)
- Task Undertaken** :
- Responsible for providing accurate, efficient, and timely processing over-the-counter transactions such as deposits, withdrawals, payments, foreign currencies, remittance, telegraphic transfer (local or international) and other miscellaneous transactions.
 - Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
 - Processed customer transactions promptly, minimizing wait times.
 - Learned about customer's financial need, established trust and optimized sales opportunities resulting in quality customer service.
 - Increased efficiency and team productivity by promoting operational best practices.
 - Educated customers on use of banking websites and mobile apps.
 - Performing ATM Loading and CAM Retrieval.
 - Keeping customer information private and safe at all times.

- ❖ **Company** : **PrimeWater Infrastructure Corporation**
San Fernando, La Union
- Position** : Teller
July 2016-May 2017
- Task Undertaken** :
- Processing Client's Payment.
 - Answered customer inquiries regarding accounts.
 - Handled Various Accounting Transactions

EDUCATIONAL ATTAINMENT

- Tertiary** : Don Mariano Marcos Memorial State University SY: 2016
San Fernando City, La Union
Bachelor of Science in Office Administration
- Secondary** : Tagudin National High School SY: 2012
Tagudin, Ilocos Sur
- Primary** : Cabugbugan Community School SY: 2007
Tagudin, Ilocos Sur

HIGHLIGHTS OF QUALIFICATION

- Strong numeric and analytical skills.
- Resource Planning.
- Flexible and adaptable; able to work well individually and within a team.
- Computer Literate.
- Ability to handle confidential information.
- Good Communication skills.
- Can build and maintain strong relationships.
- Able to work under pressure and deliver results to deadlines.

TRAININGS AND CERTIFICATES

- Check and Signature Verification
Karrivin Plaza, 2316 Chino Roces Ave. Extension, Makati City
- Basic Banking Laws
Karrivin Plaza, 2316 Chino Roces Ave. Extension, Makati City
- Anti-Money Laundering Act
- Data Privacy Act and Bank Secrecy Law
- Operational Risk Management Training

I hereby certify that the information stated above is true and correct to the benefits of my knowledge and belief.

Marie Joy A. Lascota
Applicant