



CRIZZA MAY CASTRO AGUSTIN

My Contact

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📍 Hamdan St., Abu Dhabi, UAE

Skills

- Basic accounting and bookkeeping
- Proficient in Windows-based programs such as Excel, Word and PowerPoint
- Banking System (Finacle, Temenous T24, Finacle)
- Can adapt and learn fast with works and to any software
- Time Management/can work under pressure
- Excellent oral and communications skills (English and Tagalog)
- Excellent marketing and interpersonal skills

Education Background

- Bachelor of Science in Business Administration major in Management Accounting
Mariano Marcos State University
Batac City, Ilocos Norte, Philippines
2008-2012

Career Objective

To obtain a position where I can utilize my management and accounting skills, educational background and ability to work well with people to achieve company's goal with devotion and hard work.

Professional Experience

Branch Service Officer

City Savings Bank January 2016- February 2023

- Supervises the day-to-day operations of the bank including service delivery and compliance to regulations set by the bank and other regulatory agencies
- Manages the over all cash and lending operations of the bank
- Reconciliations of bank's sundries such as Accounts Payables & Receivables done daily, monthly and annually
- Handles ATM management and outward clearing items
- Checks and Approves processed loans

Branch Service Associate

City Savings Bank November 2012- January 2016

- Responsible in promoting loans and deposit product of the bank
- Provides account services to costumers by receiving deposits and loan payments, check encashments and savings withdrawals.
- Account Opening
- Processing of loans
- Answers customer inquiries received in person or through email or call