



KIMBERLY FELICIDARIO

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Nationality: Filipino

Birthdate: December 05, 1995

PROFILE

A Banker for over 4 years assigned as a bank teller handling new accounts and an accounting clerk for more than a year. During my tenure with the bank, I was able to develop my sales and communication skills, giving attention to details, proper cash handling, time management and gained a positive work attitude.

Now, I am looking for a job and I am very interested in applying for any vacancy position which you find fits for my experiences.

I am very excited for an opportunity and looking forward to be able to work for you.

AWARDS

- Top 9 In Case Count Category for Jan. to Sept. 2021| BPI AIA Life Insurance Iloilo West Area
- Another 2 Recognition Certificates Issued by BPI AIA Life insurance Iloilo West Area 2021 &2022

EXPERIENCE

BANK TELLER/NEW ACCOUNTS

BANK OF THE PHILIPPINE ISLANDS (BPI)

ILOILO PHILIPPINES | SEPT. 01, 2018-DEC. 02, 2022

New Accounts | 2020-2022

- Greeting and Assisting customers to ascertain their needs.
- Interviewing customers who would like to start checking, time deposit or savings accounts.
- Performing an account opening, account closures and dormant account.
- Updating customer's information.
- Ensuring customers to fill out all fields.
- Entering data into Computer systems.
- Ensuring customers to become educated regarding account benefits before leaving the counter.
- Performing foreign currency transactions.
- Initiating wire transfers.
- Discussing how to use Mobile Banking.
- Requesting for creation and releasing of debit/credit cards, checking and etc.
- Handling client's complaints/concerns, example in fraud, mobile banking, undispensed withdrawal and etc.
- Assisting and processing client's loans especially in Credit card balance conversation, Special installment plan and etc.
- Preparing and printing bank statements, bank certificates, manager checks and etc.
- Cross-selling bank services and products.
- Organizing, scanning and filing documents.
- Conducting Surprise Cash Count inside the Vault and do inventory of supplies, accountable documents, cards and etc. once a month.
- Performing Teller duties as required.

Bank Teller | 2018-2020

- Responsible for processing over-the-counter transactions such as cash and check deposits, withdrawals, encashment, payments and miscellaneous transactions.
- Piece counting big bills to ensure there's no fake bill involve and segregating the fit/unfit bill.
- Monitoring and balancing the Teller's overages and shortages.
- I was assigned in a Joint Vault Custodian of a Cashier's Officer in our branch. My responsibilities include assisting an officer by securing the cash, supplies and documents inside the vault and with Cash counting of cargo/retorno of my co-tellers. Checking,

PERSONAL PREFERENCES

Mrs. Joyce Mae Doregnil

Assistant Business Manager I
BPI GT Mall Branch
0333293443/+639175344342

Mrs. Gemma Villavecencio

Assistant Business Manager II
BPI GT Mall Branch
0333293443/+639173058230

Mrs. Angelus Tanate, CPA

Accounting Officer
First Imperial Business Bank, Inc –
Head Office Iloilo PH
0333297726

ACTIVITIES AND INTERESTS

Community Service • Volunteering
• Hiking • Travel

VIRTUAL TRAININGS AND CERTIFICATION

- Money Laundering and Terrorist Financing Prevention Program (MTPP)
- Legal Risk Awareness Course
- Code of Business Conduct and Ethics BPI Anti-Bribery and Anti-Corruption Policy Secrecy Conflict of Interest
- Law on Bank Secrecy Course
- Business Continuity Management Course
- Operational Risk Management
- Controlling Conflict, Stress, and Time in Customer Service

LANGUAGES

- English (Philippines) • Tagalog

signing and filing the documents such as the cargo/retorno slips, Teller's Final Totals, CIV, Debit/Memos and etc. Conducting daily inventory for cards, cheques, passbook and etc.

ACCOUNTING CLERK

FIRST IMPERIAL BUSINESS BANK INC. –HEAD OFFICE

ILOILO PHILIPPINES | MARCH 1, 2017-AUGUST 31, 2018

- Responsible in Inter-Office Transactions (Due From/To) of 11 Branches.
- Responsible in bank reconciliation.
- Checking of Accounts Payable.
- Balancing and Checking of Schedule of Bank Premises, Furniture, Fixtures & Other Equipment versus Financial Statements.

INTERNSHIPS

UNITED COCONUT PLANTERS BANK (UCPB)

JARO ILOILO, PHILIPPINES | ACCOUNTING TECHNOLOGY PRACTICUM | NOVEMBER 2015- FEBRUARY 2016

- Filing and scanning documents such as Checks, deposit and withdrawal slips, Bills of Purchase and CIV reports, Trial Balance, GL Variance, SSS, Phil-Health and other Client's Files.
- Counting money, Running-up and Calling back of transaction.
- Encoding and printing the BIR and PECO Collections, pouch, and etc.

ATHENA BUSINESS SOLUTIONS GROUP CO.

JARO ILOILO, PHILIPPINES | BOOKKEEPING INTERNSHIP | NOVEMBER 2013- FEBRUARY 2014

- Recording the cash disbursements, sales order, sales invoice, expenses and purchases manually. Assisting in payroll and in the periodic physical inventory.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY

UNIVERSITY OF SAN AGUSTIN ILOILO PHILIPPINES
JUNE 2012-APRIL 2016

KEY SKILLS AND CHARACTERISTICS

- Multi-tasking • Meticulous attention to detail • Communication skills • MS Office, Excel and PowerPoint • Problem Solving • Works under pressure • Cash Handling • Accounting • Encoding