

EDDIE JOSE AVILES



Personal Profile

A dedicated banker with 7 years of experience in the banking industry providing excellent and high quality customer service. I am seeking a new opportunity to utilize my skills and expand my experience while contributing to the success of the organization.



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Dubai, Al Barsha 1

SKILLS SUMMARY

- Cash drawer balancing
- Cash handling skills
- Recordkeeping and documentation
- Excellent communication and customer-service
- Strong dedication to accuracy and efficiency
- Time-management
- Eager to learn and receptive to feedback

TRAININGS

- Anti-Money Laundering Act 101
Chinabank Academy, January 2023
- Signature Verification
Chinabank Academy, February 2017
- Counterfeit Detection
Chinabank Academy, February 2017

EXPERIENCE

Bank Teller

China Bank Corporation - Potrero, Malabon, PH
July 2016 – Sept 2023

- Processes over-the-counter transactions such as cash and check deposits, withdrawals, encashment, payments and miscellaneous transactions.
- Reviews all check transactions and verifies authenticity of all notes received.
- Verifies customer signatures following signature verification process.
- Conducts probing questions to assess legitimacy of transaction in line with fraud prevention.
- Handles payroll transactions in a timely manner.
- Reconciles cash drawer on a daily basis by accounting for cash assigned, received, and disbursed.
- Performs all the ATM-related functions including preparation of daily balance sheet, handling of captured cards, replenishment of onsite ATM machines and reports any malfunctions for repairs and maintenance.
- Actively contributes to branch business goals by promoting and selling the bank's products and services
- Promotes strong customer and client interactions to build relationships and provide customer satisfactions

Marketing Intern

Adrow Creatives - Ortigas Center, Pasig City, PH
Dec 2015 - Feb 2016

- Support the marketing team in daily administrative tasks
- Monitor and update social media platforms for trending news, ideas, and feedback

EDUCATION

Our Lady of Fatima University

Bachelor of Science in Marketing Management
2012-2016