**NESSIE CLAIRE S. SAMOSA**

Teller/Cashier/Clerk/Administrative Assistant

Dubai, United Arab Emirates

+971 054 434 3165

eissensamosa2026@gmail.com

**Career Overview**

Experienced banker in the Philippines with 7 years in a leading bank. Hardworking, honest and dedicated. Excellent team player, eager to learn and take on new responsibilities. Reliable, organized and possess strong time management skills. Demonstrated capacity for creating and maintaining detailed reports and records of daily transactions. Proven knowledge of branch operations, cash handling, loan processing and asset management. Aiming to leverage my skills to successfully fill any role at your company using my agility and flexibility.

**EDUCATION**

Bachelor of Science in Office Administration

Catanduanes State University

│March, 2015

**SKILLS**

● Banking Operations

● Financial Analysis

● Interpersonal Relation Skill

● Customer Service

● Adaptability

● Computer Literacy

● Proficiency in Microsoft Office Application

● Communication Skills

● Critical Thinking

● Organizing Skills

● Time Management Skills

● Active Listener

**PASSPORT DETAIL**

Passport Number: P8311604A

Date issue: August 11, 2018

Valid Until: August 10, 2028

Type of Visa: Visit Visa

Valid Until: February 14, 2024

**PERSONAL INFORMATION**

* Birthdate: March 20, 1995
* Age: 28
* Status: Single
* Languages: English and Tagalog
* Notice Period: Immediate/1 week
* Holding a Non-Professional Driving License in the Philippines

**EXPERIENCE**

**Bank Teller/ Cashier**

 Ardcibank, Inc. – A Rural Bank

 September, 2018 – October, 2023

* Primarily responsible in receiving customers, deposits, payment of loans and other customer receivables, be it cash or checks, pays withdrawal against deposit accounts. Maintains a good customer relation by greeting bank clients courteously with a smile and completing their business in a prompt and efficient manner.
* Receives cash transfer from the cashier.
* Receives and counts collection payments.
* Prepare official receipt for received and counted collection.
* Prepare OR for payments received from walk-in borrowers.
* In-charge with the release of cash loans and saving.
* Receives checks and validates deposits made by clients.
* Receives, validate and cash-out withdrawal transaction of clients.
* Sorts received money from the clients. Determine whether the currencies were fit, unfit or mutilated.
* Handles client inquiries regarding savings.
* Oversee Cash Department transaction whenever the cashier or the supervisor is not around.

**Loans Clerk**

 Ardcibank, Inc. – A Rural Bank

 August, 2016 – August, 2018

* Primary responsible in preparation of documents needed for loan release at Ardcibank, Inc. Management Information System (MIS)
* Prepare all necessary forms needed in bank’s operation like statement of account, promissory notes and attachments.
* Attends the duties and responsibilities of other loan’s clerk and bookkeeper in their absences.
* Attends to all queries of loan officer regarding the member’s ledger and account balances.
* Assist in posting of payments as the need arises.

**Administrative Assistant**

 Ardcibank, Inc. – A Rural Bank

 February, 2016 – August, 2016

* Answer and direct phone calls.
* Organize and schedule appointments and meetings.
* Maintain contact lists.
* Produce and distribute correspondence memos, letters, faxes, and forms.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Maintains department inventory of supplies and equipment.
* Disburses supplies and equipment to personnel as required.
* Records the issuance of supplies, materials, and/or equipment to other employees.
* Maintains stocks of printed materials, uniform items, and weapons, and replenishes stocks when necessary.

**Sangguniang** **Bayan**

 Local Government Unit of Virac, Catanduanes

 July, 2015 – December, 2015

* Attend meetings of the Sangguniang and keep journal of its proceedings.
* Take custody of the local archives and where applicable, the local library and annually account for the same; and
* Exercise such other powers and performs such other duties and functions as may be prescribed.

**CERTIFICATION**

* How to Spot Fake Documents, Verify Signature, Detect and Prevent Forgery.
* Money Laundering Terrorism Financing Prevention Program (MTTP)
* Sustainable Finance Framework (SFF)
* Microfinance
* Loan and Deposit Products
* Know Your Money, Life Cycle of Notes and Coins, Polymer Banknote, and Digital Payments.