



RM

MARABI, RONA MAE B.

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OBJECTIVE

To obtain a career in a new working environment, bringing my experiences and education to benefit the company and myself.

SKILLS

- Have a good knowledge of mathematics along with strong numeric ability.
- Excellent communication and comprehension skills.
- Can work in a deadline-driven environment.
- Administrative, clerical, sales, customer service and cash handling experience.
- Good interpersonal skills and customer centricity.

EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE- TELLER • METROPOLITAN BANK AND TRUST COMPANY • NOVEMBER 01, 2014- PRESENT

- ACCEPTING DEPOSITS OF BOTH CHECKS AND CASH AND VALIDATING DEPOSIT SLIPS.
- PROCESSING CASH WITHDRAWALS.
- RECEIVING PAYMENTS FOR BILLS, LOANS, AND MORTGAGES.
- TO ANSWER QUERIES AND TO ASSIST CUSTOMERS WITH ACCOUNT RELATED ISSUES.
- BALANCING CASH AND CHECK DEPOSITS AT THE END OF EVERY DAY.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN HUMAN RESOURCE DEVELOPMENT MANAGEMENT • 2010-2014 • UNIVERSIDAD DE MANILA