

Jerica Lao

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4759 Road 3 Hintoloro Street V. Mapa Brgy 594, City of Manila, Philippines

PROFESSIONAL SUMMARY

Experienced as Marketing Assistant - Customer Service Associate, Providing Service to clients relative to account opening, placements, SDB, clients inquiries and after sales services. I am a skilled Bookkeeper/Remittance Examiner under the Foreign Domestic Remittance Department. Handling, processing Accounting Entries, Reconciliation of Regular and Foreign Books, Timekeeper, Secretary, & received shipment Inventory and cost transaction as well as other department's bookkeeping reports.

WORK EXPERIENCE

Marketing Assistant

Apr 2016 - Present

BDO Unibank Inc • Pasig, Philippines

Performs start and end of day banking activities. Provide appropriate customer service to the clients of the Bank; may include but not limited to promoting/offering bank's products and services. Ensures correctness and completion of transaction documents used in processing; timely completion of end-of-day transactions and activities. Ensure compliance to prescribed bank policies and procedures, internal control, and regulatory requirements. Assist in achieving its financial targets. Process all cash transactions taking place in the bank. Maintain accurate details of each transaction. Balance the currency, validate deposit slips, bills of exchange, etc. Tally the full cash amount at the end of each day. Make Managers Check Demand draft process buying selling dollars and 3rd currency. Handle Outward Telegraphic Transfer, RTGS GSRT AND PDDTS. Process BDO Remittance i.e., Money Gram Xoom BDO Pick Up etc.

Bookkeeper/Remittance Examiner

Sep 2012 - Feb 2016

LBPSC/Landbank of the Philippines • Manila, Philippines

Foreign Domestic Remittance Department International Non-Trade Unit - Handle Cash letter (CL)/Outward Bills for Collection (OBC) transactions and RCOCI for regular books. Handle "on-us" and IBC checks. Handle branch fund transfer, Sale transactions i.e., FCUDU withdrawals, final tax (USD/3rd currency), Peso Nominal etc. for regular books. Monitor and coordinate discrepancy of branch transactions for regular books. Handle ACMD/Branch FX Cash on hand transactions (FX notes issued/received/delivered/inventory/swap/shipment, etc.) for regular books. Prepare accounting entry for FX Outward transactions (OTT), demand draft (DD), fees and charges. Create messages in the SWIFT System. Coordinate FX funding to FCUDU/LRMD.

Loans and Reconciliation Unit - Reconciliation of daily incoming & outgoing regular FX transactions booked under the DFFB account. Reconciliation of daily incoming & outgoing Regular transactions (RTGS & PHILPASS) booked under the Due from BSP Local Account manually processed by FXPU. Reconciliation of FDRD's due from BSP Local transactions per monthly statement from FAD. Coordination, monitoring archival of records, preparation of memo, correspondence, MAT; Daily call backing of Regular on-line inter branch debit and credit transactions manually processed by FX processing unit (FXPU) i.e., SWIFT & EUROGIRO MT103s, RTGS, PDDTS, GSRT Debit Authority (DA) from OFWRG's remittance agency partners

(RAP), Easy-\$-pension; Handle encoding of daily FDRD-FCDU transactions in the FMS-GL system. Reconcile of all FDRD's DFFB transaction per statement from TOD, coordination, archival of records, preparation of memo correspondence MAT; Handle and monitor reports received from Personnel Administration Department such as Monthly Attendance Report (MAR), Summary of Overtime & Night Differential Claim and route the same to FDRD staffers for confirmation and signature; Compile Daily time Record for COD/Acting COD and Officer's Time Record; Verify attendance and post/input time and attendance data/information on Time and Attendance Report (TAR) template; Keep track of leave such as Vacation, Sick, Programmed and Special Leave of employees; Keep record of (TAR) and approved leave of absences; Monitoring of FDRD's attendance; and attend to meetings on matters involving attendance and punctuality. Perform other duties which may be assigned from time to time.

REPORTS AND LOGISTIC DIVISION - Handle status of IBTOLS Float items originated and responded. Handle /encode the foreign exchange cash transaction and cash movement of FRTD & FXPU in the cash update/ Integrated Treasury System (ITS) Quantum. Prepare, Summarize and consolidate daily ticket of FX Regular transaction affecting DFBR. Generate summary report of original currency of FX cash transaction and FX cash movement for regular transaction. Generate, consolidate foreign bank summary of daily tickets for regular books Coordinate the Schedule of DFBR trade and control account to Asset Liabilities and Management Department (ALMD). Monitor DFBR cash balance and cash movement of trade and control account for the day.

FINANCIAL MONITORING AND OTHER TRANSACTION UNIT - Encoding Anti Money Laundering-Data Entry System daily transaction. (CTR and STR) Monitoring, recording and distribution of SWIFT MT's directly received by FDRD. Preparation of certification of Inward Remittances requested by regular

Marketing Assistant

Sep 2011 - Jan 2012

TSI/BDO Unibank Inc • Pasig, Philippines

- Validating of various charge slips
- Validating Treats and Redemption of Promos of Different Merchant Partners
- Encoding valid/invalid transactions.
- Call Outs
- Differentiate between Fraud, splitter, duplicate, invalid transaction.
- Makes Request Credit to Payment (RCP) and Cheque Request Form (CRF) thru General Accounting Unit (GAU)

Cashier

Aug 2009 - Mar 2010

Lee Yang Food Corporation/Chowking • Manila, Philippines

- Responsible for over-the-counter transaction i.e., dine-in & take out.
- Ensure petty cash, cash fund, target sales and push product.
- Call outs, handle customer's mania.
- Delivers pre-process of the pre-opening branch.
- Gives excellent and good quality service engagement.

EDUCATION

Bachelor of Science in Business Administration Major in Operations Management Jun 2007 - Apr 2011
University of Manila • Manila

SEMINAR & TRAININGS:

- Updating of Anti- Money Laundering Act and Compliance (AMLA)
- Awareness Seminar on Emergency and Disaster Management
- Philippine Financial Reporting Standard Seminar (PFRS)
- Updating of Anti- Money Laundering Act and Compliance (AMLA)

WEB NAVIGATION -	October 04, 2007
GRID COMPUTING	February 13, 2008
NANO TECHNOLOGY	September 26, 2011
COMPUTER GRAPHICS	July 31, 2008
VIRTUAL TECHNOLOGY	December 10, 2008
BIOTECH	March 05, 2008
WEB OS	February 10, 2010
GOOGLE WAVE	August 19, 2010

On the Job Training

Philippine National Bank June 15 – July 17, 2010
Office of the Dean College of Business Administration & Accountancy

SKILLS

- Proficiency in computer and business applications
- Effective oral and written communications skills
- Effective presentation and negotiation skills
- Effective interpersonal and people management skills
- Good problem solving and numerical skills

AWARDS AND HONOURS

Honorable Mentioned 2007
2nd Honorable Mentioned

CHARACTERS AND REFERENCES

Noel Ocampo Vicente
Branch Manager – BDO Pasig Pioneer Branch
86388576 / bh.pasig-pioneer@bdo.com.ph