

# Lester Quiñola Quiocho

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 Bgry. Fuerte, Caoayan, Ilocos Sur 2702  
Philippines  
 Lester Quiocho Risk and Control Officer At  
Philippine National Bank

## Professional Summary

- Job order Clerk Accounting Department National Food Authority (April 21, 2008- September 30, 2008)
- Accounts Receivable Assistant Humantek- Prudentialfe Plans Inc.(November 12, 2008- April 12, 2009)
- Philippine National Bank (July 17, 2009-present) SSA TELLER, SSA TD PROCESSOR/ NAC HRG-IBE BOTP TRAINEE, SALES AND SERVICE OFFICER, NOL 2 AREA OFFICE RESERVE SERVICE/ OPERATIONS, NOL 2 AREA OFFICE RISK AND CONTROL OFFICER.

## Work Experience

### Job order Clerk- Accounting Department

National Food Authority,Philippines, 10/2008-10/2008

- Responsible for Data entries of Official Receipts and validated Deposit Slips from various banks made on Daily Transaction based on Cashiers And Special Collecting Officers. Checks if net collections tally with the amount deposited. Monitors Shortages & Overages of the amount deposited, date of collection against date of deposit, and series of Transmittal Report per office and making entries to any adjustments.
- Duties & Responsibilities:  Received daily Official Receipts and Deposit slip.  Encode O.R. Collections Using FoxPro Program.  Assist Accounts Analyst from Making Entries of any Adjusting.  Prepares Journal Entry Vouchers.  Assist Bank Reconciliation Clerk.  Assist Cashiers from Encoding O.R.'s.  Sorting Collections Daily.  Prepares Reports from Loans of any Regular Employees Of the Company.  Printing Of Daily Transaction Report.  Printing of daily summary report.  Printing of Monthly Transaction Report.  Printing of Monthly Summary Report.

### Account Receivable Assistant

Prudentialife Plans Inc. - Humantek,Philippines, 05/2009-05/2009

- Responsible for checking entries made on Cash Receipt Summary based on verified supporting documents which are attached to the Transmittal Report like the validated Deposit Slips and Official or Provisional Receipts. Checks if net collections tally with the amount deposited. Monitors Shortages & Overages of the amount deposited, date of collection against date of deposit, and series of Transmittal Report per office.
- Duties & Responsibilities:  Receives transmittal reports from Branch Administration Department.  Verifies supporting documents against the details in the TR.  Checks and prepares Cash Receipt Summary  Coordinates with Branch Administration Department for missing deposit slips, transmittal reports and official receipts of other payments.  Coordinates with cashier & Offices concerned if there are discrepancies.  Checks/reconciles with Financial Accounting Section for entries including Real Accounts and Advances for advance posting.  Returns to Branch Administration Department the pages of transmittal report that contains PCC's/PFSI's payments.  Prepares Debit Advise Slips on shortage of deposits.  Prepares Pro-forma entries for any adjustments or reversal of entries.  Prepares Journal Voucher for various adjustments made.  Prepares monthly reports

## **Risk and Control Officer**

Philippine National Bank, Philippines, 07/2009- – Present

- Ø Responsible for the job of Telling, New Accounts and Time Deposit Processor and as well as Clearing Representative. Also participate Marketing inside and outside the branch of assignment. Ø Responsible for the control and safekeeping of branch's operating funds, accountable forms, and other documents. Supervises, coordinates, and reviews the cash operations, tellering and window services of the branches to ensure fast, efficient, and courteous services always. Ø Oversees and monitors the implementation of risks and compliance programs of the Bank including the directives from Chief Compliance Officer (CCO), Data Protection Officer (DPO), Chief Information Security Officer (CISO) and Chief Risk Officer (CRO) to the unit where he/she belongs. The Risk and Control Officer's direct supervisor is from the assigned business unit. He/she does not have any functional reporting line to any Global Compliance Group (GCG), Enterprise Information Security Group (EISG) and Risk Management Group (RMG) officers. Ø Acts as a liaison officer regarding all matters concerning risks and compliance of his/her assigned unit in accordance with the standards set by the Bank and relevant banking laws, rules, and regulations. Ø Acts as the primary contact for his/her assigned unit on matters related to the activities of internal and external auditors, including the BSP Examiners. Ø Ensures the adequacy of documentation and timely submission of reports required by GCG, EISG and RMG (i.e., Basel/ICAAP/Operational Risk Management Division, Data Privacy and Technology Risk Management Division, Business Continuity Management and Vendor Risk Monitoring Division). Ø Promotes and cascades risk and compliance awareness programs within his/her assigned unit. Oversees and monitors the implementation of risks and compliance programs of the Bank including the directives from Chief Compliance Officer (CCO), Data Protection Officer (DPO), Chief Information Security Officer (CISO) and Chief Risk Officer (CRO) to the unit where he/she belongs. The Risk and Control Officer's direct supervisor is from the assigned business unit. He/she does not have any functional reporting line to any Global Compliance Group (GCG), Enterprise Information Security Group (EISG) and Risk Management Group (RMG) officers. Ø Introduces work improvement programs and/or provides insights to streamline business processes/operations of his/her assigned unit. Acts as a liaison officer regarding all matters concerning risks and compliance of his/her assigned unit in accordance with the standards set by the Bank and relevant banking laws, rules, and regulations. Ø Acts as the primary contact for the assigned unit on matters related to the activities of internal and external auditors, including the BSP Examiners. Ø Ensures the adequacy of documentation and timely submission of reports required by GCG, EISG and RMG (i.e., Basel/ICAAP/Operational Risk Management Division, Data Privacy and Technology Risk Management Division, Business Continuity Management and Vendor Risk Monitoring Division). Promotes and cascades risk and compliance awareness programs within his/her assigned unit.
- Duties & Responsibilities: Ø Received deposits (cash/check). Ø Processing withdrawals. Ø Processing Time Deposit Transaction Ø Processing Check Deposit for clearing operations Ø Selling Bank Products Ø Pick-up Deposits Ø Identifies, evaluates, and reviews the business processes including the associated risks and controls in place under his/her assigned unit in accordance with the standards set by the Bank and relevant banking laws, rules, and regulations. Ø Introduces work improvement programs and/or provides insights to streamline business processes/operations of his/her assigned unit. Ø Identifies, evaluates, and reviews the business processes including the associated risks and controls in place under his/her assigned unit in accordance with the standards set by the Bank and relevant banking laws, rules and regulations. Ø Assists the Area Head in ensuring service continuity by providing skilled relief manning among branches' sales and service personnel within the Area. Ø Provides relief to branches' Sales and Service Head and Sales and Service officers who are on official leave, on training or out on official business trips. Ø Performs other duties that may be assigned from time to time. Assists the Area Head in ensuring service continuity by providing skilled relief manning among branches' sales and service personnel within the Area. -provides relief to branches' Sales and Service Head and Sales and Service officers who

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## **Education**

### **Bachelor of Science in Business**

#### **Administration in major Management**

#### **Accounting**

University of Northern Philippines, , , 06/2004 – 03/2008

Graduated with a Degree

### **High School in**

University Of Northern Philippines Laboratory School, , , 06/2000 – 03/2004

### **Elementary in**

Fuerte Elementary School, , , 06/1994 – 03/2000

## **Skills**

### **Professional**

Accounting

Operations Management

Independence

Team Development

Team Motivation

Discretion

General Accepted Accounting Principle

General Data Protection Regulation

Teamwork

Personal Branding

Risk Management

Safety Officer Level 1

Branch Officer Training Program

### **Technical**

MS Excel

Powerpoint presentation

Ms Word

Open Office

## **Languages & Other Interests**

English, Filipino and Ilokano interested to work in Abroad