

# BLESSY NICOLE M. GLORIA

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## **JOB EXPERIENCES:**

**P.J. Lhuillier Inc.**

**July 18, 2012 - present**

*Senior Assistant Manager, Cash Management Department  
Treasury Division*

- Primarily responsible for the supervision of recording, monitoring, releasing and collecting of payments/disbursements (in the form of cash/check) from/to internal and/or external clients.
- ❖ Collections
  - ✓ Ensures that payments from external & internal clients are timely deposited to designated bank accounts, issued corresponding receipt and properly booked in the system
  - ✓ Validates the VAT & Withholding Tax computations for the rental, service fee, commissions and other payments received
  - ✓ Ensures that proper notifications are sent out to payors with returned/bounced check
  - ✓ Ensures that Collection Reports are timely submitted to respective Accounting Units
  - ✓ Receipts & Supplies Inventory; Safekeeping of confidential documents
- ❖ Releasing
  - ✓ Ensures that obligations are timely paid with its corresponding attachments (i.e. Creditable Withholding tax)
  - ✓ Ensures that payables are properly monitored, recorded and accounted for
- ❖ Others
  - ✓ Oversees performance of three (3) Treasury Analyst (Collection & Releasing) to ensure integrity, accuracy and timely delivery of service
  - ✓ Supervision of two (2) liaison staff to ensure that bank documents are submitted to respective banks prior to its cut-off
  - ✓ Vault Custodianship
  - ✓ Participates actively in meetings, training programs and other professional development work
  - ✓ Study and analyze information about alternative course of action to determine which plan will offer the best outcome
  - ✓ Contributes ideas to improve business processes in the organization

**LBC Development Bank**

**Sept. 21, 2010 – Sept. 9, 2011**

***Cash Custodian/Bank Officer (Supervisor Level)***

- Scrutinizes documents presented for transaction processing
- Supervises the section of New accounts, back office and teller
- Manages cash operations and prepares end day Cash Proof
- Handles and maintains Petty Cash Fund
- Prepares various reports and month-end schedules
- Call backing of New Accounts, teller & Back Office transactions

***Accounting Clerk***

**Aug. 8, 2008 – Sept. 20, 2010**

- Posting of daily transactions
- Reconciliation of posted transactions
- Booking & monitoring of accounts to corresponding ledgers
- Monthly reporting of financial status
- In charge of clearing the inward and outward checks
- Clerical works

***Customer Service Associate - Teller***

**Oct. 2, 2007 – Aug. 7, 2008**

- In charge of the deposit, withdrawals & encashment transactions of the clients
- Handles the petty cash transactions of the bank
- Explains, promotes or sells bank products & services

***Customer Service Associate – New Accounts***

**Sept. 1, 2006 – Oct. 1, 2007**

- Posting of daily transactions
- Supplying clients with information about the company's products & services
- Responsible for preparation of various reports
- Provides efficient service for the opening/closing of accounts
- Clerical works

**Land Bank of the Philippines**

***Accounting Assistant (On-The-Job Training)***

**Nov. 2004 – Jan. 2005**

- Reconciliation of transactions
- Checking the posted transactions
- Clerical works
- Handling phone calls

## **EDUCATION:**

BSC Major in Financial Accounting  
Far Eastern University 2001-2005

## **SEMINARS ATTENDED**

- (1) **Learning Session on Financial Wellness**  
**PJL Corporate Centre**  
July 18, 2014
- (2) **Information Security Awareness Program**  
**PJL Corporate Centre**  
March 18, 2014
- (3) **Finance 101**  
**Ateneo De Manila University Graduate School of Business, CCE**  
February 17-21, 2014
- (4) **The Business Process Improvement Toolbox**  
**Ateneo De Manila University Graduate School of Business, CCE**  
May 20-21, 2013
- (5) **Basic Client Service Training**  
**P.J. Lhuillier Convention Center, Antipolo**  
April 3, 2013
- (6) **Overview of Banking Operations, Anti-money Laundering,  
Information Security & Bank Security Policies**  
June 17, 2008 – June 21, 2008
- (7) **Fantastic Customer Service Workshop**  
Speaker : Mr. Emmanuel N. Santos  
May 13, 2007
- (8) **Signature Verification & Counterfeit Detection**  
Speaker : Mr. Henry N. Eisma, Deputy-Director, BSP  
March 17, 2007

*Character references available upon request.*

*Passport Number: EB9390165*