

RISCHELLE S. RELUYA

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PROFESSIONAL SUMMARY

Job Mandate

Responsible for overseeing the daily operations of tellering, cashiering and ATM operations of the branch. Ensures prompt and efficient service delivery in compliance with the bank's service standards and internal control.

Duties and Responsibilities

- Supervises the efficient cash servicing to clients, acceptable accuracy level on cash and sufficient management of cash requirements.
- Ensures secured and continued availability of ATM operations to meet customers needs.
- Ensures the adherence to prescribed bank policies and procedures, internal control, external regulatory requirements and compliance to service standards of the branch personnel under his supervision.
- Handles the section's personnel requirements, promotes branch personnel improvement/advancement and harmonious work relationship.
- Assists in achieving branch financial targets.
- Performs other duties that may be assigned from time to time.

EMPLOYMENT HISTORY

May. 2003 – Present
Pasay

Service Officer, BDO Unibank Inc.

EDUCATION

Mar. 2003

**Bachelor of Science: Commerce major
in Computer Science and Information System**

- Centro Escolar University - Manila

SKILLS

Leadership
English Literacy
Computer and Business Application

Experienced
Experienced
Experienced