

CATHERINE B. CASIMIRO

62 Pinetree St. Pineville Subdivision Lawa

Meycauayan Bulacan, Philippines 3020

+63 919 008 0129

Responsible for directing, coordinating and supervising the operational and accounting activities of the branch to achieve its established objectives and targets.

WORK EXPERIENCES

April 2022 – Present

Finance Officer

Workbridge Corporation

Oversee overall operation of the company (ADMIN, Payroll, Benefits, Finance, Collection)
Direct monitoring of cash flows
Control operating and other expenses
Bank Reconciliation of statement of accounts versus actual

April 2016 - April 2022

Sales and Service Officer

Malayan Savings Bank

*Branch Assignment – Meycauayan Bulacan Branch

Head of daily operations of the branch
Supervision of the Sales and Service Associates
Supervising, monitoring account openings and all transactions
Direct monitoring of cash flows
Control operating and other expenses
Balancing all transactions including medias
Approved/Signed transactions based on authority limit.
Monitoring of ATM Reports, Cash flows and transactions
Perform balancing General Ledger Book of Accounts
Responsible in all PDIC, RISK, Compliance, AMLA, Accounting reports, etc.
Bank Reconciliation of Books

December 2019 – April 2022

Jewelry Appraiser

*Branch Assignment – Meycauayan Bulacan Branch

Appraiser of loanable Gold and Diamond
Process jewelry loan and documents

March 2013 - April 2016

Branch Accountant

Malayan Savings and Mortgage Bank

Bank Reconciliation
Process outward clearing checks and do call back transactions.
Assist in house business development of the branch and ensure customer retention
Assist Cashier in ensuring that the branch maintains operational proficiency based on established policies, procedures and controls
Close monitoring of tickets/booking from other departments.
Assist in marketing for prospective clients
Approved/Signed transactions based on authority limit.
Co-signs with the Business Center Head all Manager's Checks, Demand Drafts, Time Certificates of Deposits & telegraphic transfers
Performs daily proving of Cashier's Proofsheets against GL balance

May 2011 - June 2012

Customer Service Officer

Planters Development Bank

Process outward clearing checks and do call back transactions.
Assist in house business development of the branch and ensure customer retention
Assist Branch Service Head in ensuring that the branch maintains operational proficiency based on established policies, procedures and controls.
Act as branch accountant of the branch.
Assist Cashier in ensuring that the branch maintains operational proficiency based on established policies, procedures and controls
Assist in marketing for prospective clients
Approved/Signed transactions based on authority limit.
Performs daily balancing of CIV
Performs daily proving of Cashier's Proofsheets against GL balance

April 2007 - May 2011

Sales and Service Supervisor

**Robinsons Bank
Main Office Branch**

GCC Bldg. EDSA cor Ortigas Quezon City

Supervises CSA- Teller and New Accounts in processing of all daily transactions
Approves over-the-counter transactions in accordance with authorized transaction limits
Signature verifies documents in excess of teller's transaction limit
Monitors CIV and Cash ATM level on a daily basis
Monitors CIV, Cash in ATM and Accountable forms & Registers such as Official Receipts, Pre- encoded checkbook, Reordered Checkbook, Provisional Receipts, etc.
Monitors daily issuances of Manager's Checks and Drafts
Attends to TODs/returned checks and ensures disposition within cut-off time
Informs clients of Returned Checks
Processes outward clearing checks
Monitors BP Approvals and ensure that checks were confirmed with the Drawee Bank
Ensures GL bookings of BP Availment
Co-signs with the Business Center Head all Manager's Checks, Demand Drafts, Time Certificates of Deposits & telegraphic transfers
Performs daily balancing of CIV
Performs daily proving of Cashier's Proofsheets against GL balance
Monitors Dormant Account/s and ensure dual custody
Reviews online various reports such as Significant account movement, GL Daily Trial Balance, list of outstanding MC's, CASA owing, Daily Stop Payment Request, Daily Forced Realization Report

2005 - 2007

***Customer Sales and Service Asst* Union Bank of the Philippines Malate Branch
(International Exchange Bank)
Adriatico St., Malate Manila**

Accepts cash/check deposits, withdrawal/encashments, fund transfer and other over the counter request from the clients.
Opening accounts and performs Know your client policy.
Assist operation officers in daily , monthly and yearly reports.
Act as senior teller for operation of the assigned branch.
Provide Managers Check, demand drafts, telegraphic transfers transactions requested from the clients.

2002 - 2004

***Marketing Assistant* Philippine General Insurance Corporation
2nd Floor State Center Bldg., 333 Juan Luna St.,
Binondo, Manila**

Responsibilities include processing of documents of the newly agents and brokers for accreditation as insurance company agent.
Reports directly to CEO daily updates from time to time as needed.
Assist in the solicitation of accounts in business developments.

Daily visit to our new & existing brokers & agents.
Check & verify documents needed by the company.
Responsible in sending of letters and memos to all branches as per superiors' advice.
Responsible for a good quality service to satisfy clients' needs and queries.

On - The - Job - Training

New Accounts/Customer Service Trainee Bank of the Philippine Islands
Padre Faura Branch

EDUCATION

[1998 - 2002] ***Bachelor of Science in Business Administration***
Major in BANKING & FINANCE
Adamson University San Marcelino, Ermita ,Manila

[1994 - 1998] **Secondary Level**
Sacred Heart School Of Cavite Alfonso, Cavite

[1988 - 1994] **Primary Level**
Matagbak Elementary School Alfonso, Cavite

PERSONAL DATA

Birthdate : January 21, 1982
Status : Married with two children

CHARACTER REFERENCE

Grace Tan Task Us
Employee No. gt3213184 Lipa Batangas
09322248851

Minnie L. Legaspi Malayan Savings Bank
Business Manager Meycauayan Bulacan
0977 657 7501

Jean Yap Robinsons Bank
Cluster Center Head Main Office Branch
0922 803 1309 Ortigas

1+1=3

Yaweh is with Me