

LARRISSE ANNE Q. NEGROY



Education

Bachelor's/College Degree Year: 2015 – 2019

Angeles University Foundation, Angeles City Pampanga

- Bachelor of Science in Business Accounting - **Cum Laude**

High School Diploma Year: 2011 – 2015

Magalang Christian Ecumenical School Inc., Magalang Pampanga

Elementary Diploma Year: 2005 – 2011

International Philippine School in Al-Khobar Saudi Arabia

Seminars and Participations

- **Jun. 2020** – Webinar: Counterfeit Detection
- **Aug. 2020** – Webinar: Fraud & Forgery Detection
- **Oct. 2020** – Landbank in Perspective
- **Oct. 2020** – Values Integration Program
- **Oct. 2020** – Take the L.E.A.D in Customer Service
- **Dec. 2020** – Information Security Management
- **Feb. 2021** – BPS: Debit Card and ATM Operation
- **Feb. 2021** – BPS: Electronic Products & Services
- **May. 2022** – LEAP: Electronic Products & Services
- **Oct. 2022** – LEAP: Information Security MGT Awareness
- **Dec. 2022** – Bank Frauds & Forgery Detection
- **Jun. 2023** – LEAP: Cybersecurity
- **Oct. 2023** – Retooling on Clearing Operations
- **Dec. 2023** – ATM/CDM Balancing/Complaints Handling

Skills

- Knowledgeable in computer softwares
- Computer literate (Microsoft Office)
- Good interpersonal and communication skills
- Can work under pressure

Experience

On-the-job training • Landbank of the Philippines-CLBG

April 2018 - June 2018

- Creating memorandums for different branches
- Communicating with branches regarding the submission of their reports
- Responding to inquiries of different branches

Objective

Secure a responsible career opportunity to utilize and expand my learnings, knowledge and skills, while making a significant contribution to the success of the company.

Contact

 Bautista Village San Juan
Mexico, Pampanga

 0951-983-2976

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Tools and Softwares

- Microsoft Office
- Spreadsheet
- Google Products

Licenses

- CSC Professional (PD 907-Honor Graduate Eligibility)

Customer Associate - Bank Teller • Landbank of the Philippines
August 2020 - September 2021

- Validating various client transactions
- Verifies signature of clients
- Balancing all transactions and cash received
- Prepares reversal transactions

Customer Associate - Clearing Assistant • Landbank of the Philippines
October 2021 - March 2023

- Verify, sort, batch, and scan outgoing clearing checks
- Sort and scan all incoming and over-the-counter transacted checks
- Receive and encode all over-the-counter E2M and Ekonek payments
- Prepare summary/schedule of daily BTR, and other On-coll receipts
- Alternate ATM Teller/Vault Custodian

Customer Associate - Roving Teller • Landbank of the Philippines
March 2023 - May 2023

- Pick up deposits
- Delivers cash assistance to serviced branches
- Pick up cash transfer from serviced branches

Customer Associate - ATM Bookkeeper • Landbank of the Philippines
June 2023 - February 2024

- Performs ATM loading and retrieval
- Maintains cleanliness of ATM units and premises
- Pick up deposits
- Delivers cash assistance to serviced branches
- Pick up cash transfer from serviced branch

Customer Associate - New Accounts Clerk • Landbank of the Philippines
February 2024 - Present

- Opening of individual, joint and corporate accounts
 - Marketing various bank products
 - Creating demand drafts, wire transfer and manager's checks
 - Balancing of transactions and filing of documents
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