


# Michelle Prado

## Bank Cashier


With 7 years of experience as a bank cashier, I've refined my skills in managing banking tasks accurately and attentively. I excel with numbers and am meticulous in handling deposits, withdrawals, and transactions. I'm also adept at assisting customers, resolving issues, and using banking software securely. Thriving in fast-paced settings, I'm dedicated to professionalism and maintaining the confidentiality of financial information. I'm enthusiastic about contributing my positive attitude and expertise to your team.



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Pili, Philippines 

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## EDUCATION

### Bachelor of Science in Business Administration Major in Financial Accounting

University of Nueva Caceres

03/2012 - 03/2016

Naga City, Philippines

## WORK EXPERIENCE

### Bank Cashier

Bank of Pola Inc

05/2016 - 08/2023

Pili, Camarines Sur, Bicol, Philippines

#### Achievements/Tasks

- Engaged in understanding customers' financial requirements, fostering trust, and leveraging sales prospects to enhance the quality of customer service.
- Executed precise and high-capacity currency counts using both manual and automated methods, ensuring accuracy in financial transactions.
- Sustained an extensive grasp of bank products and services, facilitating informed suggestions to customers tailored to their needs.
- Conducted thorough cash drawer reconciliations at the onset and conclusion of shifts, promptly addressing discrepancies and rectifying errors.
- Systematically conducted inventory audits by meticulously documenting stock items and inputting data into the computer system

Contact : Ms. Rodessa Dacoco - +639165613220

## SKILLS

Ledger and balance sheet competency

Cash handling expertise

Accounting systems and software

Excellent time management skills

Rapid data entry skills

Proficient in Xero/Intuit Software

Proficient in microsoft office program

## CERTIFICATES

### Certificate of Completion (12/2015)

Land Bank of the Philippines - Camarines Lending Center

### ANTI-MONEY LAUNDERING (AML) (08/2017)

Legaspi City, Philippines

### Bank's Staff Development Program (01/2023)

NCR, Philippines

### Xero Accounting Software Training (08/2023)

ProVA.ph

## LANGUAGES

### English

Professional Working Proficiency

### Filipino

Native or Bilingual Proficiency