

Nylce Joy Marmolejo Grejarte

BANK TELLER

I am a dedicated, organized, and methodical individual. I have good interpersonal skills and an excellent team worker. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative. I am able to work well under pressure and adhere to strict deadline.

CONTACT



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Bacolod City, Negros Occidental

SKILLS

- Microsoft Office (MS Word, MS Excel, PowerPoint)
- Adobe Photoshop
- Experience in working with people on different levels.
- Fast learner and can work with minimum supervision.

EDUCATION BACKGROUND

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Binalbagan Catholic College

WORK EXPERIENCE

BANK OF THE PHILIPPINE ISLANDS

Bank Teller | March 2021 - December 2022

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Answer all accounts- and banking-related inquiries.
- Build and maintain customer relations by providing high-quality services.

BBANK OF COMMERCE

Bank Teller | 2019-2020

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BANCO DE ORO *BDO*

Bank Teller | 2016-2018

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