**First Name of Application CV No 1621788**

Whatsapp Mobile: +971504753686



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<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>**Objective:**

To apply and enhance my skills and capabilities for the task that would be assigned to me by the company.

**Educational Attainment:**

Tertiary: Bachelor of Science in Computer Science

Ramon Magsaysay Technological University (RMTU)

Iba, Zambales

2001-2005

Secondary: Zambales National High School (ZNHS)

Iba, Zambales

1998-2001

Primary: Paulo Abastillas Sr. Memorial Elementary School (PASMES)

Iba, Zambales

1996-1997

**Work Experience:**

Michel J. Lhuillier Financial Services, (Pawnshop) Inc.

May 01, 2010-July 28, 2015

**Assistant Branch Manager**

* Manages the branch in the absence or in the incapacity of the Branch Manager to perform his/her functions. Responsible for the generation or monitoring of cash receipts and actual disbursement of pawned items, redemption/renewal and foreclosed transactions including all other cash transactions in accordance with the company’s policies and procedures.
* Handles processing of money transfer service transactions in accordance to current money transfer service standards and policies.
* Updates computer files on daily transactions.
* Generates reports and uploads same to head office.
* Prepares daily pawn report to be endorsed to records-in-charge for cashbook preparation.
* Journalizes or supervises the journalizing of daily transactions.
* Monitors and keeps track of all expenses incurred in the branch.
* Assist the Branch Manager in ensuring that the branch and its facilities, tools and equipments are kept in outmost functionality.

Ace Hardware Philippines, Inc

SM City Bacoor, Cavite

May 23, 2008-October 18, 2008

**Cashier**

Guaranteed Marketing Services, Inc.

May 23, 2008-March 23, 2009

**Cashier**

Jollibee Foods Corporation

November 17, 2007-April 30, 2008

**Administrative Crew**

**Seminars and Trainings:**

Seminar-Workshop on Supervisory Development and Leadership Training Program

Makati City, Philippines

October 24-25, 2014

Know Your Money and Counterfeit Detection Seminar

Makati City, Philippines

July 28, 2012

Appraisal Seminar

Makati City, Philippines

September 08-11, 2011

Integrated Seminar-Workshop on Nurturing Work Ethics That Companies Value Most and Excellent Customer Service

Makati City, Philippines

August 15-16, 2011

ML-Kwarta Padala Training and Orientation on Anti-Money Laundering Act

Makati City, Philippines

February 16-19, 2011

**Personal Information:**

Date of Birth : December 06, 1984

Status : Single

Nationality : Filipino