**First Name of Application CV No 1640088**

Whatsapp Mobile: +971504753686



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**OBJECTIVE:**

To secure a challenging position that allows me to contribute my experience & skills in customer services and to impart my knowledge in an innovative and competitive world and pursue a challenging career in an organization, which offers highly creative environment, encouraging new ideas and providing a very good avenue for individual excellence and team effort

**PROFESSIONALEXPERIENCE:**

**Job Profile #1: Forex Cashier**

 **REDHA AL ANSARI EXCHANGE**

***CASHIER/EXCHANGER***

Dubai Marina Mall- / Jumeira Union Cooperative-Dubai, UAE

July 2014- Present

**Job summary– Forex Cashier**

Responsible for Buying and Selling of different foreign currencies, Accepting payments of cash/ cards/checks transfers remittances and paying out company’s salaries and others.

**Duties & Responsibilities**:

* **BUYING AND SELLING FOREIGN CURRENCIES**
1. Informing clients about the possibilities and conditions for buying and selling foreign currencies rates.
2. Checking whether the money being accepted is genuine, valid and intact.
3. Applying KYC if the amount accepted and exchanges is above the limitations. See and copy valid Identification cards/ or Passports.
4. Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
* Receive and accept payments of Checks/Cards/Cash transfers payments and collect tokens to system.
* Pay-outs cash to different companies for their employees’ salaries/ Cash Card Advances.
* Count currency, coins, and checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment to Head Office.
* Balance all currencies, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions.

**Job Profile #2: Bank Cashier- Officer**

**SAN BARTOLOME RURAL BANK INC.**

***CASHIER/ HEAD TELLER-OFFICER***

February 2011- April 2014

**Job summary – Cashier/Head Teller**

Responsible for the custody of Cash, Checks, Verification of Authentication of Signature, and the safekeeping of vital documents, Government Securities and Accountable Forms.

**Duties & Responsibilities**:

* **Planning**- To prepare Plans for Cash Operations for Efficient Delivery of Cash Services and maintain an optimum level of cash-in-vault; and to schedule inventory count of items Shall prepare The Cashier’s Proof Sheet, Tickets and other pieces original entries covering Cash Transactions for the day, which would be forwarded to the Bookkeeper once Accomplished. Shall also prepare Cash Proof to be filed under in chronological order, the latest on Top.
* **Organizing**- To maintain and consistently review the set-up to ensure prompt, efficient & courteous delivery of bank services and products.
* **Controlling**- To implement, monitor and recommend accurate, timely and effective control measures regarding cash, vital documents, and accountable forms.
* **Cash Management -**Develops and maintains a system of ensuring availability of cash so as not to disrupt or delay cash deliveries.
* **Vault Custodianship-** Ensures that the vault is opened jointly with another officer and that the vault combinations are changed as necessary, especially when another officer is forced by circumstances to know the another combinations.
* **Signature Verification-** Ascertain genuineness of signatures of official request for Bank services or accommodations or copies of documents.
* **Supervision of Teller-** Ensures that the Teller provides efficient, prompt and courteous service.Supplies tellers with enough cash in required denominations to enable them to render continuous and prompt service.

**Job summary – Teller**

Responsible for accepting deposits, payments for miscellaneous receipts and paying out withdrawals and over the counter encashment.

**Duties & Responsibilities**:

* Verify daily the unsorted notes inside the cash box assigned.
* Request and receives sufficient cash for the day’s transactions.
* Accept cash Check Deposits.
* Payout withdrawals and over-the counter encashment.
* Initiates over the counter Automatic Transfer of Funds (ATF) for encashment using Automatic Accommodation (ATA) verifies availability of funds in the savings account encode ATF to the respective account.
* Encode Transactions in the Computer.
* Received cash/check payment on specific accounts and encode cash tickets, official receipts, billing notes, or payments slips for loans documentary stamps, check book requisition, cashiers checks, time deposit, telegraphic transfer, miscellaneous collections, etc.
* Prepares bank receipts and payout corresponding equivalent of dollar to client.
* Conduct cut off balancing before break time and term over excess cash to break time and term over excess cash to branch cashier.
* Performs end of day balancing.
* Sort, bundles, and bonds bills and coins.
* Count actual cash on hand and balances with computer reading; turn over cash to Branch Cashier.
* Prepares Tellers proof sheet and balance it with book keeper.
* Performs other functions assigned:
* Post Debit Credit advice, loan manifolds for payment releases.
* Post blinded RCOCI and rejected/ imposed previous day clearing items.
* Post payroll to respective account based on duly approved schedule/list submitted by selected clients to respective accounts.
* Conduct monthly independent run-up assigned.
* Performs other duties that maybe assigned by the immediate supervisor.

**Job Profile #3: Branch Accountant**

**MDCC MICROFINANCE INC.**

***BRANCH ACCOUNTANT***

Room 204 Destiny Building Mabiga, Mabalacat, Pampanga, Philippines

**April 2008-January 2011**

**Job Summary - Accountant**

* Cashiering Function
* Handles Petty Cash Fund
* Responsible for opening and closing of bank accounts, monitoring of bank balances, effecting fund transfers, updating of authorized signatories, preparation of cash position report
* Review of Documentation for Loan Releases
* Preparation of monthly Financial Reports
* Responsible for the processing of all company payables
* Maintenance of Subsidiary ledgers of receivables and payable account
* Other Cash and Non cash Transactions

**As a Customer Care Officer**

* Attending customer queries and complaints through telephone as well as walk in customers
* Registering and follow up of customer complaints
* Clarifying customer doubts regarding rate difference and helping them to choose the right product**.**

**ACADEMIC QUALIFICATION:**

**B.S. IN BUSINESS ADMINISTRATION**

**MAJOR IN MANAGEMENT**

**Dee HwaLiong College Foundation**

 Mabalacat, Pampanga, Phillipines

**2004-2008 Graduate**

 **B.S IN ACCOUNTANCY**

 **MAJOR IN ACCOUNTING**

Philippines- Under-Graduate

**TECHNICAL SKILLS:**

* Working knowledge in MS Office, Operating System (WINDOWS) and Accounting Systems

**PERSONAL ASSESTMENT:**

* Hardworking, dedicated and having a friendly disposition.
* Flexible and versatile to adapt to any new environment and work on any project.
* Quick learner, self-starter with a flair for building relationship based on professional respect, faith and trust.
* Set standards and goals for my own performance, monitor, evaluate and continuously improve them.
* Resourceful in completion of Project & effective at Multi-tasking.
* Detailed, Oriented, Efficient & Organized with Extensive Experienced in Accounting systems.
* Possesses Analytical & Problem Solving Skills with Ability to make well and thought out Decisions.
* Very good in communications and Analytical skills.

**TRAININGS AND SEMINARS ATTENDED IN UAE:**

**ANTI-MONEY LAUNDERING**

**Sheraton Dubai, Creek Hotel**

**November 25, 2015**

**PERSONAL DATA:**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | May 31, 1987 |
|  |  |  |
| Marital Status | : | Single |
| Nationality | : | Filipino |
| Gender | : | Female |