JERWIE LLAGUNO ESCABILLAS

Rigga, Deira, Dubai UAE

# SUMMARY OF RELEVANT QUALIFICATIONS

* Bachelor of Science in Commerce major in Management Accounting
* 14Years Experience in Banking , Financial Services and Administration
* Proficient in MS Office applications: Word, Excel, Power point and Internet
* Dedicated and detail-oriented: high level of accuracy and strong attention to detail
* Strong communication, interpersonal and presentation skills
* Excellent spoken and written communications skills in English and Tagalog

## **CAREER OBJECTIVE**

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment

### PROFESSIONAL EXPERIENCE

***Teller (March 2013-December 2016)***

* Accepts and processes cash and check deposits, verify amounts and check the accuracy of the deposit slips
* Processes withdrawal from account against foreign currencies
* Buys/Sells foreign currencies
* Updates the currency rate board on daily basis to display prevailing buying/selling foreign currency rates
* Facilitates credit card cash advances
* Meets customers, understand their needs and provide services related to Demand drafts, Telegraphic transfers, Returned outward Clearing.
* Processes inter-account transfers with bank’s guidelines and procedures
* Processes bills/cheques for collection(inward & outward), Posts Inward and Outward Clearing Cheques in Dirhams
* Prints outward clearing summary
* Balances currencies, coins and checks in cash drawer at the end of shifts
* Provides politeness, courteousness, quick & error free service to all level of clients

**Wall Street Exchange Centre, LLC-** Main Branch, NaifRoad, Dubai, UAE

A member of Emirates Post Group

***Wholesale Cashier (November 2010 one month )***

* Buys/sells bulk Foreign Currency from banks, inter branch transactions, other exchange houses and regular clients
* Accepts large volume LCs from TT customers
* Prepares debit/credit vouchers when selling/buying FCs thru MAF-Securicor
* In charged for cash deposits to bank
* Disburses cash for petty cash and other miscellaneous expenses

***Teller/Customer Service (July 2007-January 2013)***

* Exposed to large volume of cash handling
* Handles Foreign Currency, Remittances and other customer transactions as assigned by the Branch Manager
* Buys/sells Foreign Currency
* Facilitates Visa and MasterCard Cash Advances
* Processes Western Union, Instant Cash both Sending and Receiving
* Reports any anomalies such as Shortages/Overages to Superior immediately
* Attending to customer inquiries and complaints

**Al Fardan Exchange-** RAK Branch, UAE

Customer Service Representative cum Cashier (December 2006–July 2007)

The oldest exchange in the UAE and one of the leading provider of financial services (Demand Draft, worldwide remittance) in the region with global reach, committed to provide excellent customer service.

* Enters customer data in file in order to facilitate the job and have quick access for the customer database
* Receives cash payment and balances cash at the end of the day
* Makes inquiries for remittance forwarded, as per requirements
* Prints remittance daily report, remittance daily mail report and daily remittance sending messages
* Attends the customer inquiries as per the need and requirements
* Attends to the customer requirements in making Demand Drafts, Telex Transfer etc.
* Develops positive relationship with culturally diversified customers

**Bank of Cebu** – Cebu City, Philippines (August 2004-September 2006)

#### Accounts Assistant/Teller

#### Basic Functions: Responsible for the preparation and proper recording of transactions, and the maintenance of accounting records.

* Generates monthly General & Subsidiary Ledger and the required monthly and quarterly accounting reports
* Prepares entry tickets for the days transactions based on source documents
* Prepares monthly/quarterly returns on withholding taxes
* Undertakes the preparation of the financial highlights, Statement of Condition and Earnings and Expenses

#### Current/Savings Account Bookkeeper

Basic Functions: Responsible for the review of theaccuracy of computer generated reports, control maintenance and safekeeping of documents affecting

inputs to CASA system.

* Prepares debit/credit tickets for transactions generated by the system
  + Return Checks and Other Cash items (RCOCI)
  + Unfunded/Returned Checks
  + Charges for account falling below ADB
  + Dormant Account
* Examines deposit/withdrawal slips, debit/credit tickets and determine their validity for posting from teller
* Reconciles computer reports versus source documents to ascertain completeness, undertakes thorough checking of all entries in computer print-out versus transaction media
* Runs-up all source documents generated by the Teller at the end of day

**Teller**

* Accepts and processes cash and cheque deposits to various clients
* Pays encashment and withdrawals after verifying the signatures, amount in words and figures correct and that account has sufficient fund.
* Accepts payments for utility bills
* Validates checks for endorsements and to verify other information such as dates, bank names, identification of the person receiving payments and legality of the documents
* Entertains client’s inquiries on balances, deposits and others
* Balances daily transactions

**Brutus Foods System, Inc.** – Cebu City, Philippines (April 2002-July 2004)

***Administrative Assistant/Data Entry Operator***

* Coordinates and performs a range of staffs as well as operational support activities for the unit
* Serves as liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems
* Maintains and updates files, database, records and other documents; develops and maintains data, and performs routine analysis and calculations in the processing of data for recurring internal reports
* Operates personal computer to compose and edit correspondence and memorandum from dictation, verbal direction and from knowledge of established department policies, transcribe, compose, type, edit and distributes agendas and minutes of the meeting
* Sorts, reviews, screens and distributes incoming and outgoing mails, prepares and ensure timely responses to a variety of routine written inquiries
* Encodes daily sales for all branches
* Conducts physical inventory at designated branch at the end of every month
* Reconciles inputs/outputs of every branch daily requisitions
* Prepares EDP month-end reports
* Monitors branch sales shortages and overages

### EDUCATION

***Live-in Caregiver Course,***CebuCarelink (May 2004-Dec 2004)

International, Inc., Cebu City, Philippines

***Bachelor of Science in Commerce major in*** (SY 1997-2002)

***Management Accounting***, University of Cebu,

Cebu City, Philippines

***Secondary Education***, Ramon Duterte Memorial (SY 1993-1997)

NationalHigh School, Cebu City, Philippines

### COMPUTER SKILLS

MS Word, Excel, Open Office, Internet, Peachtree

### SEMINARS/TRAININGS ATTENDED/CITATONS/ONLINE COURSES

ENBD GEM Awardee for Q2-2016 September 28, 2016

ENBD GEM Awardee for Q1-2014 June 25, 2014

2016- HR Fin Policy Guidelines Awareness July 11, 2016

2016- ENBD HR Code of Conduct June 22, 2016

BPM Pre-paid Card Training May 29, 2016

Multichannel Awareness 4v2 February 21, 2016

Group Compliance-Sanctions Policy Awareness January 21, 2016

Principles of Business Writing December 21, 2016 & Dec. 5,2016

Delivering Excellent Customer Service December 13, 2016

Risk, Fraud Awareness November 19.2016

Retail Bank Products-Liability November 11, 2016

2015-AML November 3, 2016

2015-Multichannel Awareness Part Two October 26, 2016

2015-Multichannel Awareness September 22, 2016

First Aid Training (Standard) May 24-28, 2004

Basic Life Support Training May 24-28, 2004

(CPR for Health Care Provider)

Internal Audit Seminar January 12, 2002

Computerized Banking System July 29, 2001

Potential Leaders Towards a Better Organization May 19, 2001

##### PERSONAL DATA

Place of Birth : Philippines

Age : 34 years old

Nationality : Filipino

Civil Status : Single

Visa Status : Residence Visa

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| **JERWIE LLAGUNO ESCABILLAS – CV No 2023776**  To interview this candidate, please send your company name, vacancy and salary offered details along with this or other CV Reference Numbers that you may have short listed from  <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidates to ensure their availability for your vacancy and send you our service HR Consulting Fees quotation for your approval. Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |