

Rico

# Email: [rico.337479@2freemail.com](mailto:rico.337479@2freemail.com)



HEADLINES:

* Cashiering, Accounting and managing off all financial business institution.

OBJECTIVE:

* To join & be a part of your respected company & share my work experiences, give my organizational skills and know how my utmost capacity back up by my college degree that will help me fit in and provide contributions to your visions and undertaking towards achieving company’s goal.

SKILLS:

* Strong communication skills in English & can understand Arabic.
* Computer literate.
* Cashiering
* Fast learner & excellent ability to adapt to difficult situation.
* Efficient working under pressure.
* Good organizational skills.

PROFESSIONAL EXPERIENCE:

MAIN CASHIER / CHIEF TELLER AL FARDAN EXCHANGE

AL AIN, ABU DHABI, UAE. Oct. 2007 - Dec. 2016.

Duties and responsibilities:

* Deals with foreign currency purchase & Sale.
* Sending and payments of remittances.
* All Other services within the capacity of chief teller.

TELLER / LOANS & DISCOUNT CLERK PHILIPPINES NATIONAL BANK BALAYAN, BATANGAS, PHILIPPINES. Jan. 1992 – Dec. 1999.

Duties and responsibilities:

* Cash department - All Around teller dealing with deposits, withdrawal & foreign currency.
* Loans & Discounts Clerk – Documentation processing & releasing of loans.

LICENSE INSPECTOR BALAYAN MUNICIPAL GOVERNMENT BALAYAN, BATANGAS, PHILIPPINES.

Feb. 1989 – March. 1991.

Duties and responsibilities:

 Permit & Licensed division – Inspection of all commercial & legitimate business including public transportation And any forms of services in accordance with policy & issuance business & license.

GENERAL CLERK

ALLIED BANKING CORPORATION AYALA AVENUE, MAKATI CITY, PHILLIPINES.

Jan. 1987 – Dec. 1989.

Duties and responsibilities:

 Communication Dept. – Receiving, recording & distribution of all incoming documents coming from local & international branches.

EDUCATION:

BALAYAN COLLEGES

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN MANAGEMENT

SY. 1981 – 1986.

PERSONAL DATA:

1. Date of Birth: November 7, 1963
2. Current Address: Abu Dhabi, U.A.E.
3. Citizenship: Filipino
4. Civil Status: Married

May these educational background training and work experiences will give an opportunity to work for you and your company, I will be ready for interview anytime convenient with you.

Respectfully yours,

RICO