ANN

ANN.360019@2freemail.com

Abu Dhabi, UAE

**OBJECTIVE:**

 I am a highly qualified and motivated trained employee looking for employment that will give me a suitable position that will meet my qualifications.

**EMPLOYMENT HISTORY:**

**DATE**           **COMPANY AND ADDRESS**  **JOB TITLE**

**JULY 21,  2005 – March 30, 2017     M.Lhuillier Financial Services Inc Branch Manager / Vault Custodian/ Teller**

 **Financial Services / Pawnshop Frontliner Assistant/ Appraiser**

* Manages the branch operations andensures that operations are customer

friendly, cost-efficient, and profitable.

* Check the cash receipts and disbursements.
* Record Book and ensures that the actual cash count balances with the record at closing hour.
* Perform the tellering  functions of the branch operation in accordance to the routinary duties and responsibilities as teller.
* Giving customer the best service and satisfying  their requirements.
* Carefully appraises  item being pawnedand subjects them to appraising  procedures using the proper testing instruments

**TRAINING AND CREDENTIAL:**

 **WESTERN UNION OPERATOR'S TRAINING**

 November 2006

 Makati City

 **JEWELRY APPRAISAL SEMINAR**

December 2006

Makati City

**WESTERN UNION SEND OUT TRAINING**

February 2007

Makati City

**KWARTA PADALA OPERATIONAL TRAINING**

May 2007

Makati City

**First Line Ambassador's Training and Incentive Program**

November 2007

Makati City

**KNOW YOUR MONEY AND COUNTERFEIT DETECTION SEMINAR**

June 2009

 SACOP, City of San Fernando, Pampanga

 **ORIENTATION ON ANTI – MONEY LAUNDERING ACT**

 February 2010

 Makati City

 **INTEGRATED SEMINAR-WORKSHOP ON NURTURING WORK ETHICS**

 **THAT COMPANIES VALUE MOST AND EXECELLENT CUSTOMER SERVICE**

 December 2011

 SACOP, City of San Fernando, Pampanga

**SKILLS:**

• Computer literate

• With good communication skills

• With pleasing  personality

• Can work under pressure

• Determined and enthusiastic, strive to get the job done

• Meets quota on time for submission  of report

**PERSONAL DATA:**

Date of Birth : May 30, 1982

Age : 34 years old

Civil Status : Married

**EDUCATIONAL BACKGROUND:**

**DATE**  **SCHOOL / ADDRESS**

1999 – 2003 Angeles **University Foundation BS in Computer Science**

 **Angeles City**

I, hereby ascertain that all facts pertained to in this document are true and credible.