**MICHELLE**

Email: michelle.375202@2freemail.com



**Career objective**

To be a part of a company where I would be an asset by exercising

professionalism in works, utilize and enhance my ability and knowledge to the company I will serve.



**Key qualifications**

* 4.8yrs experienced as a Customer Service Representative / Cashier
* 10yrs experienced in Customer Service
* Computer Literate



**Work experiences**

**ALFALAH EXCHANGE CO.**

Sharjah, UAE

Customer Service **/ Cashier**

Dec. 30, 2012 – Aug. 28, 2017

* Buy and sale foreign currencies.
* Accept cash/cheque for all transaction payments.
* Transfering money through Telegraphic Transfer and Online Money transfer through Western Union, Express Money, Instant Cash, Transfast, Leader, Himal Remit and IME.
* Check and balance cash at the end of the day.
* Encoding and releasing Philippine transactions.
* Ensure all the transactions are processed as per Anti Money Laundering, KYC procedures and prescribed guidelines of the Central Bank.
* Do marketing for company products like wps, bank transfer / online money transfer, Etisalat and credit card payments.
* Keep filing daily monetary reports, documents and circular memo.
* Handling customer complains and inquiries.
* Reconcile online transactions.

**DANIEL HECHTER/BALMAIN**

**(Paris Group Int’l.)**

Abu Dhabi Mall, Abu Dhabi U.A.E.

**Cashier**

April 19, 2006 – March 5, 2009

* Greet the customers.
* Accept cash and credit card payments.
* Deal with customer complain and inquiries.
* Process merchandise returns and exchange.
* Reconciling total sales at the end of the day.
* Prepare daily, weekly and monthly report of transactions



**EDUCATIONAL BACKGROUNDs**

* **BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION** (Computer Major)

**NUEVA ECIJA UNIVERSITY OF SCIENCE & TECH.** Cabanatuan City, Philippines

Year: 1997 - 2001

* **BASIC AND ADVANCE AUTOCAD**

**PROVINCIAL MANPOWER & TRAINING CENTER** Cabanatuan City, Philippines

Year: 2009

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**Personal details**

Nationality Gender

Civil Status Visa Status Expiration

: Filipino

: Female

: Married

: Tourist

: 28-01-2018

I am fully confident that I can handle any challenging job. If you would give me a chance to serve your company I assure you that I will prove myself by offering my abilities and experience to your esteemed organization to satisfy and meet your expectations in an employee.

Truly Yours,

**MICHELLE**