**FATIMA**



Address: Sharjah, UAE

Mobile: C/o 971504973598

Email: [Fatima.376728@2freemail.com](mailto:Fatima.376728@2freemail.com)

**OBJECTIVE**

Seeking an opportunity to use my skills, apply all my knowledge and further utilize it to achieve professional growth while developing myself as an individual which would allow me to contribute and be a valuable asset to your organization.

**QUALIFICATIONS AND SKILLS**

* Good command over English – Written and Spoken.
* Excellent in Public Relations and Customer Service.
* Good in Decision Making and Can Handle Pressures.
* Hardworking, Well Organized, Initiative and Responsible Natured.
* Experience in Office Administration Work.
* Knowledgeable in Banking Operations.
* Good Knowledge in MS Office and having good speed in typing.
* Computer Literate.

**WORK EXPERIENCE**

**SAN ANTONIO WATER DISTRICT**

February 13, 2017 – Present

Position: Storekeeper

**Duties and Responsibilities:**

* In-charge of the issuance of material and office supplies.
* Maintain stationary stocks.
* Any other task request by General Manager.

**NEW RURAL BANK OF SAN LEONARDO INC.**

January 20, 2014 – February 03, 2017

Position: Bank Cashier

**Duties and Responsibilities:**

* Ensure CIV is at sufficient levels to meet daily & anticipated transactions.
* Cash count and cash transfer to Teller at day’s beginning.
* End-of-day’s receipt of cash from from Teller and cash count.
* Checks that are due for deposit are carried out.
* Prepares requests for payment (RFP’s) including client check withdrawal
* Anticipate any big withdrawals.
* Monitor maturity & roll-over of BTD & GPS & alert BM and Treasury Dept. about it.
* Conducts tellering job when the Teller is not available or absent.
* Ensure all bills are paid on time.

**MUNICIPALITY OF SAN ANTONIO**

February 16, 2012 – June 30, 2013

Position: Executive Secretary

**Duties and Responsibilities:**

* Attending telephone calls.
* Personal assistant to the Municipal Mayor.
* Arrange and confirm appointments.
* Assisting and entertaining visitors.
* Maintain scheduled calendars.

**SEMINARS AND TRAININGS**

**CASH OPERATION AND AMLA (Anti-Money Laundering Act)**

Bishop J.X. Labayen Ceneter, San Leonardo, Nueva Ecija, Philippines

February 22, 2014

**USSC (Western Union)**

Marry’s Hotel & Restaurant, Cabanatuan City, Nueva Ecija, Philippines

May 24, 2014

**SIGNATURE VERIFICATION, BANK FRAUD AND CURRENCY DETECTION**

Bishop J.X. Labayen Ceneter, San Leonardo, Nueva Ecija, Philippines

May 31, 2014

**HR POLICIES AND PROCEDURES**

Bishop J.X. Labayen Ceneter, San Leonardo, Nueva Ecija, Philippines

July 19, 2015

**CASH OPERATIONS AND RELEVANT BSP (Banko Sentral ng Pilipinas) CIRCULARS**

Bishop J.X. Labayen Ceneter, San Leonardo, Nueva Ecija, Philippines

August 02, 2016

**EDUCATIONAL QUALIFICATION**

Degree: Bachelor of Science in Information Technology

University: College of Immaculate Concepcion – Cabanatuan City, Philippines

Graduated: 2005-2009

**PERSONAL INFORMATION**

Date of Birth: May 13, 1989

Age: 28

Gender: Female

Nationality: Filipino

Height: 5”2’

Weight: 121 lbs.

Civil Status: Married

Religion: Roman Catholic

**CHARACTER REFERENCES**

Available upon request.