

# Aizel P. Brimen

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## CURRENT CITY:

Al Majaz, Sharjah UAE  
Contact no: 0522837805



## HOMETOWN:

Block 52 lot 38 Southville 3A San Antonio San Pedro Laguna, Philippines

## Objective:

- To be able to render quality work service and accept the new challenge for mutual and professional advancement

## Educational background:

**COLLEGE** : Polytechnic University of the Philippines Binan  
Campus, Laguna (2012-2016)  
**Course** : Bachelor of Science in Business Administration (**BSBA-HRDM**)  
Major in Human Resource Management Development (2012-2016)

**SECONDARY** : Sampaguita National High School - Southville 3A EXT.  
San Antonio San Pedro Laguna (2010-2012)  
: Pacita Complex National High School San Pedro Laguna  
(2008-2010)

**ELEMENTARY**  
: Merrit Winners Academy (2005-2008)  
Bayan Bayanan San Vincente San Pedro, Laguna  
: San Isidro Village Elementary School (2002-2005)  
Bayan Bayanan San Vincente San Pedro, Laguna

## Work experience:

- **Company: AL-Fardan Exchange, UAE**

**Position: Process Associates.**

**Duration: May, 2022 Till Continue...**

## **Job Duties:**

### **PROCESSING**

- \* Handling amendment and cancellation request from the branch
- \* Cheque credit confirmation and releasing transaction
- \* Western Union.com reconciliation (for manual and auto reconciliation)
- \* Western Union Cancellation
- \* EZE-Remit
- \* IPO VERIFIER
- \* Transaction rejection mail

### **FUNDING**

- \*Cheque's maker (for inward transaction, Branch Rental, and IPO cheque's)
- \* Initiate AED funds
- \* AED AND USD deal confirmation list
- \* AED credit Advise mail.

- **Company: Orient Exchange Co. LLC**

**Address:** Ajman, UAE

**Date:** October 24 2019 to May 07, 2022

**Position:** Cashier/Customer Service Representative (CSR)

**Job description:** handling cash counter, receiving payments

From local and foreign currency and doing outbound and inbound transactions

- **Company: Banco Alabang Inc. (A Rural Bank)**

**Address:** Alabang, Metro Manila Philippines

**Date:** February 7 2017 to September 15 2019

**Position:** Bank Teller

**Job description:** Deposits, Loan Payment, cashing checks and withdrawal

**Department:** Cash Department

- **Company:** Metro Manila shopping Mecca Corp (SM)

**Address:** Santa Rosa Laguna, Philippines

**Date:** August 18 2016 to January 27 2017

**Position:** Customer Service Assistant

**Job description:** Bills payment

**Department:** Customer Service-A

## **Trainings:**

January 16, 2016 : HR RECRUITMENT: IKAW NA BA SI MR. RIGHT?

January 9, 2016 : Gear Up Light Up the Dark, Empower Labor Relations

April 13 to June 5, 2015 : ON Semiconductor Philippines 300 Hrs. On The Job Training March

27 to May 19, 2014 : United Coconut Planters Bank (UCPB) 300 Hrs. On The Job Training

## **Seminars:**

March 9, 2017 : Anti - Money Laundering Act Seminar

April 26, 2016 : Soft Skill Matters in the Workforce

March 18, 2016 : Personality Development Seminar

February 6, 2016 : Compensation and Benefits Today. HR Strategic Challenge.

## Personal Background:

**Age:** 26

**Gender:** female

**Civil status:** single **Height:**

5'3 **Weight:**

130 lbs.

**Religion:** Roman Catholic

**Date of Birth:** July 15, 1996

**Place of Birth:** San Pedro, Laguna

**Father's name:** Alvin L. Brimen

**Mother's name:** Julieta P. Brimen

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

  
Applicant Signature