

**BAGANI QUIBAN AJOC**

Date of Birth: Feb. 28, 1991

Airport Road, Abu Dhabi, UAE

Contact No. **0544807656**

Email Add: ajocbagani228@gmail.com

***With UAE attested educational certificate**

***With UAE driving license**

OBJECTIVES

- Seeking for a position to work a progressive organization in a highly motivated and challenging environment that provides the best opportunities to grow and utilized my potential to the fullest, to achieve the organization's goal while achieving my personal goals.

WORK EXPERIENCE

- **TELEX CLERK**

Al Bader Money Exchange

Abu Dhabi UAE

DEC 19, 2018 – AUG 9, 2023

- Support record keeping staff by providing all supporting documents and bills for each transaction
- Deal with all customer complaints and find solution and follow up such complaints with customer care
- Process payroll deposit for any company
- Attend telephone calls and give currency rate and provide customer enquiries
- Respect AML rules, policy and procedures of the company whenever applicable and ensure to follow the UAE Central Bank standard

- **CALL CENTER AGENT**

Sutherland Global Services

Davao City Philippines

Apr 26, 2016 – Jun 30, 2017

- Accept calls and process payment and customers issue
- Perform outbound calls to inform customer for the monthly payments
- Give customer a good quality customer service

EDUCATIONAL ATTAINMENT

- **Bachelor's Degree**

Bachelor of Science in Business Administration

Davao Del Sur Philippines

Graduated March 2016

QUALIFICATION AND SKILLS

- Excellent verbal and written communication skills
- Good interpersonal and customer service skills
- Knowledgeable in Microsoft Office (MS Word, MS PowerPoint, MS Excel)

I hereby certify that the above information is true and correct to the best of my knowledge made in good faith.

Bagani Quiban Ajoc