



JEROME PAGUIRIGAN

PROFESSIONAL SUMMARY

Organized employee with strong experience in foreign currency handling and register operations. Offers attention to detail, time management, and multitasking abilities important in fast-paced working environment. Dedicated to customer satisfaction, and always ready to help with concerns. Seeks a full-time position where skills and knowledge can be utilized on anti-money laundering, purchasing and selling of currencies, and processing of transactions in accordance with bank policies, procedures, and standards.

CONTACT

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EDUCATION

2002
PROGRAMMING
Catanduanes Institute of
Technology Foundation Inc.

CERTIFICATIONS

The Anti-Money Laundering
Regulations and Due diligence
26th April 2023, Abu Dhabi, UAE

Cashier Training (Product
Launch and Services)
16th January 2020, Abu Dhabi,
UAE

Moneygram Training
3rd November 2019, Abu Dhabi,
UAE

The Anti-Money Laundering
Regulations and Due diligence
8th October 2018, Abu Dhabi,
UAE

WORK HISTORY

CUSTOMER RELATION EXECUTIVE | CASHIER | AML ANALYST **Al Ahalia Money Exchange Bureau [AUG 2008-present]**

- Consistently provides friendly and professional customer interactions.
- Records accurately amounts received, and prepares reports of transactions.
- Execute customer transactions regarding cash, money order, and money exchange.
- Responsible for dealing with foreign currency management.
- Perform sales calls / sales visits to assigned companies to promote the Exchange's services and money transfer facilities.
- Assist and try to resolve customer's problems / assistance requirements
- Responsible for preparing and arranging bank deposits.
- Ensuring that the tills balance up at the end of the day.
- Verify customer's information through checking their identification and other required documents.
- Arranging wage payment system (WPS) such as salary input, adding a file and disbursement.
- Updating Foreign Currency exchange rates on a daily basis.
- Checking whether the money being accepted is genuine, valid and intact.

REFERENCES

[Available upon request]