



ANAMIE CANOY

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Backside Shining Tower, Khalidiya
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Experience

Branch Head **2022-2023** **Palawan Pawnshop-Palawan Express Pera Padala** **Carcar City, Cebu, Philippines**

Responsibilities:

- Perform all remittance transactions and other service transactions for the customers.
- Provide foreign exchange services to customers, Keep track of updated currencies. Making sure cash amount always tally.
- Maintains and develops positive relationships with existing and prospective clients, demonstrating excellent customer service and setting an example for other staff.
- Met deadlines by proactively managing individual and team task and streamlining processes.
- Created strategies to develop and expand existing customer sales, resulting in increase in annual sales.
- Branch vault custodian.
- Trained new hires on customer service protocols, remittance processing, jewelry appraising and all other branch workflow.

Branch Head Reliever/Branch Associate **2016-2022** **Palawan Pawnshop-Palawan Express Pera Padala** **Cebu, Philippines**

- Responsible in recording, processing and filling all sales transactions in the branch. Cashiering of Petty Custodian Cash Fund/ Liquidations. Safekeeping and filing and unused accountable forms.
- Receive and disburse money to customers, reconcile and tally the cash on hand at the end of the day with the books and computer records.
- Assist Branch Head in keeping inventory levels aligned with objectives.
- Functioned well in high-paced and stressful environment.
- Perform bank transactions fund transfers using proper security procedures
- Assure customer satisfaction and maintaining good customer service.

Accounts Payable In-Charge **2014-2016** **Cebu Belmont Inc.** **Mandaue City, Cebu, Philippines**

- Responsible for receiving, processing, and verifying invoices related to accounts payables.
- Reviewed vendor invoices for appropriate documentation and validity prior to payment.
- Documented petty cash transaction in petty cash journal to summarized payments rendered maintaining accurate records.
- Prepare and release check to suppliers.
- Assist senior financial officers as needed.
- Organize and prioritize invoices and ensure all invoices are paid on time.

Education

Bachelor of Science in Business Administration **2010 - 2014** **Management Accounting** **University of Cebu- Main Campus** Sanciangko St. Cebu City, Cebu Philippines

About Me

Customer-focused and goal oriented Branch Head with 7 years of experience in serving different customers by creating a warm and friendly working environment. Has hit pawn target 3 months after branch opening through hardwork and perseverance.

A self-directed with adaptability to meet changing operational needs. Energetic and resourceful professional proficient in program management and team leadership. Innate sales abilities and customer service skills.

Skills

- Excellent customer service
- Cash handling expertise
- Ability to prioritized & multitask
- ADAPTABILITY
- Relationship building and management
- Microsoft Word & Excel

Trainings Attended

Money Laundering, Terrorist Financing and Proliferation Financing Prevention Program Implementing Rules & Guidelines

Golden Prince Hotel & Suites
Acasia St., Cebu City, Philippines
July 5, 2023

VISA STATUS:

Visit Visa (until November 11, 2023)

PERSONAL DATA:

Nationality : Filipino
Date of birth : March 16, 1994
Gender : Female
Marital Status : Single

LANGUAGES:

English
Tagalog
Cebuano

INTEREST:

-Reading
-Music
-Learning Language
-Fitness
