



# Gracie De Rama

**Managerial & Administrative/Pharmacy  
Assistant/Service Associate-Universal  
Teller**

## **PROFILE**

A dedicated individual with 12 years of experience assisting customer with questions, processing transactions and handling clerical and administrative duties. Punctual and hardworking professional commended for high level of accountability and accuracy. Equipped with strong knowledge of financial and security regulations impacting company's operation.

## **WORK EXPERIENCE**

### **SERVICE ASSOCIATE-UNIVERSAL TELLER**

#### **East West Banking Corporation**

*Scout Santiago Branch*

*Quezon City Philippines*

*August 2021-August 2023*

- Cash Handling.
- Performs all tellering transactions
- Preparation and processing of Bills Purchase/Managers Check/Telegraphic Transfers/Customer Fund Transfers and Miscellaneous Transactions.
- Processing of Debit Card Replacement/Pin Regeneration/Checkbook Re-orders.
- Scanning and uploading all Local Cheques for clearing via CICs.
- Handling of Working Supplies.

### **PHARMACY ASSISTANT/CASHIER**

#### **Almanara Pharmacy**

*Abu Dhabi, UAE*

*May 2016-December 2019*

- Cash handling, recording and reporting all transactions accurately.
- Maintains personal contact with customers to ensure customer satisfaction.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by supporting the pharmacist on assisting customers.
- Receiving and checking orders.

### **BRANCH MANAGER**


#### **Villarica Pawnshop**


*Araneta Center Cubao QC. Philippines*


*June 2010 – February 2015*

- Handles the appraisal of the items (jewelries/gadgets) being pawned.
- Manage budget and allocate funds appropriately.
- Bring out the best of branch's personnel by providing training, coaching, development and motivation.
- Maintains communication between the branch and management by preparing daily, weekly, and month-end inventory reports regarding operations and productivity.

## **CONTACT**

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 **Abu Dhabi, United Arab  
Emirates**

## **EDUCATION**

### **Polytechnic University of the Philippines**

*2005 - 2009*

*Bachelor of Science in  
Entrepreneurial Management*

## **SKILLS**

- Microsoft and Google Suite
- Strong work ethic
- Time management
- Data Entry
- Excellent multi-tasker
- Strong communication skills
- Team collaboration skills
- Organized and detailed oriented

## **SEMINARS ATTENDED**

- Know Your Money Counterfeit Detection
- Signature Verification
- Anti Money Laundering Act