



ROLDAN ALCANSADO SEVA

🏠 Hamdan St. Gift Land Bldg, Abu Dhabi
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◆ PERSONAL INFO

Nationality: Filipino
Age: 39 years old
Birthdate: November 8, 1984
Civil Status: Single
Height: 5'8"

◆ EDUCATION

2001 ~ 2005
BS in Business Administration
Major in E-Marketing
ABE International College of Business and Accountancy
Bacolod City, Philippines

◆ CHARACTER REFERENCE

RODEFA PRUDENTE
Registrar
Al Murooj Scientific Private School
📞 050-913-7913

◆ SKILLS

Computer	●●●●●
Teamwork	●●●●●
Customer Service	●●●●●
Flexibility	●●●●●
Leadership	●●●●●
Administrative	●●●●●
IT	●●●●●

◆ CAREER OBJECTIVE

- Seeking a position where I could grow together with the growth of the company

◆ WORK EXPERIENCES

- **DATA ENTRY** **AI Dhafra Workers Village**
February 1, 2023 ~ present **Abu Dhabi ICAD III**

Job Summary:

- ◆ Compiles and verifies data to ensure accuracy.
- ◆ Prepares documents for entry and transcribes it.
- ◆ Responsible for entering specific data in database.

- **ASSISTANT CHEF** **AI Shaheen**
Sept. 10, 2022 ~ Jan. 5, 2023 **Abu Dhabi**

Job Summary:

- ◆ Provides support to the Head Chef
- ◆ Helps kitchen staff with food preparation

- **BRANCH MANAGER** **Michel J. Lhuillier Financial Services**
August 2016 ~ September 10, 2022 **Talisay 2 Branch, Philippines**

Job Summary:

- ◆ Primarily responsible for safekeeping of cash and monitoring of denominations and audits the branches.
- ◆ Responsible for the cash receipts and disbursement of jewelry pawns, both local pay-out & send-out transaction & international like money gram, paypal, western union both send-out or pay-out & redemption/renewal of expired transactions including all other cash transactions in accordance with the company's policies and procedures.
- ◆ Also performs other functions that are appropriate and necessary for the efficient and effective management and smooth operation of the branch subject to standard operating procedures, company policies, guidelines, and issuances.

- **Asst. BRANCH MANAGER/ AUDITOR** **Michel J. Lhuillier Financial Services**
2011 ~ 2016 **Talisay 2 Branch, Philippines**

- **LOCAL PORT TECHNICIAN** **Michel J. Lhuillier Financial Services**
2010 ~ 2011 **Talisay 2 Branch, Philippines**

- **TELLER** **Michel J. Lhuillier Financial Services**
2008 ~ 2010 **Talisay 2 Branch, Philippines**

- **ASSISTANT** **Remec and Nidec Company**
Sept. 2006 ~ July 2007 **Laguna City, Manila, Philippines**

- **On-The-Job TRAINING** **Department of Agrarian Reform**
Sept. 2004 ~ December 2004 **Bacolod City, Negros, Philippines**