

CURRICULUM VITAE

ANNE LOUISE A. BLANZA

Mobile number: +971545512687
Email address: louiseanne1794@gmail.com
Date of Birth: July 17, 1994
Gender: Female
Nationality: Filipino



CAREER OBJECTIVE:

To be able to qualify for a position related to my field of specialization to apply and enhance my knowledge and skills while gaining new expertise.

EDUCATION:

Degree: *Bachelor of Science in Computer Science*
Don Mariano Marcos Memorial State University
San Antonio, Agoo, La Union, Philippines
2011-2015

SKILLS

- Computer literate such as MS Word and MS Excel.
- Hard working, self-motivated and flexible.
- Ability to work efficiently and accurately in a fast-paced retail environment.
- A real commitment to customer service.
- Physically fit and have the stamina required to stand on feet all day long.
- Having specialist knowledge of the store products and merchandise.
- Complying with health and safety regulations as laid down in the store Health and safety policy.

CERTIFICATES / TRAININGS:

- **American Heart Association First Aid Training** October 4, 2016
- **Fire Fighting and Prevention Training** October 6, 2016
- **Food Safety Level 2 Training Course** December 17, 2016
- **Customer Service Training** July 29, 2016
- **Cancer Awareness and Prevention and Healthy Lifestyle** November 14, 2016

EMPLOYMENT RECORD:

Al Razouki International Exchange Company LLC

Naif Rd, Deira, Dubai, U.A.E

Junior Officer/ Teller

May 01, 2018 – Present

DUTIES and RESPONSIBILITIES:

- Receive/issue cash transaction instruments like remittance, foreign currency exchange, WPS, TT, and value-added services transaction payments etc.
- Collect cash against any transaction.
- Provide cash against transaction / vouchers.
- Collect cash against receipt vouchers.
- Complete on-account transactions vouchers.
- End of day report.
- Pay cash against authorized cheques, credit cards as per business policy
- Reconcile own cash box against actual transaction at the end of the day.
- Receive cash from customers
- Complying AML policy & procedures.
- Assist cash checker in weekly/monthly cash count.
- Report to BM/Br. Supervisor about any discrepancy in cash count or fake notes
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transactions.

SOLUTIONS MANAGEMENT SERVICES LLC

JLT, Cluster F, Dubai, U.A.E

ADMINISTRATIVE ASSISTANT

November 29, 2015 – April 20, 2018

DUTIES and RESPONSIBILITIES:

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Provide general support to visitors
- Provide information by answering questions and requests
- Prepare and monitor invoices
- Develop administrative staff by providing information, educational opportunities and experiential growth opportunities
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed