



ADISON P. ABALON

adison.abalon@yahoo.com

Mobile: 058 887 8198

CAREER OBJECTIVE

To be a part of a reputable company that will allow me to impart and enhance my knowledge, skills, abilities, and further develop my personality.

WORK EXPERIENCE

Customer service/Teller (June 2021 to Present)

TRANSGUARD GROUP

COMMERCIAL BANK OF DUBAI (DUBAI AIRPORT TERMINAL 3)

- Communicated with customers and helped them with making deposits and other account transactions.
- Accurately maintained records of each transaction and ensured all documentation and paperwork was in place and within compliance
- Perform quality and quantity duties as expected for position.
- Maintain and balance cash drawer on daily basis.
- Handling foreign currencies.
- Process financial transaction using a point of sale terminal POS.

Cashier/Sales/retail (December 2018 to May 2021)

TRANSGUARD GROUP

DUBAI FRAME

- Count the cash float in the morning.
- Greeting customers, responding to question and providing outstanding customer service.
- Handling customer payment by cash, debit card, credit card, refunds, complaints, compliments etc.
- Listing all the items individually.
- Restocked racks prepared for sales removed trash and maintain clean and tidy
- Responsible for balance cash draw at close shift.
- Serves customers by providing accurate information and promoting product through point of successful sales.

Cashier/Sales/retail (August 2017 to December 2018)

G4S UAE

DUBAI FRAME

- Count the cash float in the morning.
- Greeting customers, responding to question, and providing outstanding customer service.
- Keeping calm and professional when dealing with aggressive customers.
- Handling customer payment by cash, debit card, credit cards, refunds, complaints, compliments etc.
- Listing all the items individually.
- Restocked racks prepared for sales removed trash and maintain clean and tidy.
- Counting the total sales at the end of the shift.

RTA (Road and Transit Authority)

- Greeting customers, responding to question and providing outstanding customer service.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Receive payment by cash.
- Loading nol cards
- Counting the total sales at the end of the shift.

STEWARD (October 2013 to May 2016)

OSM Maritime Services Inc. – 479 Pedro Gil Street, Ermita Manila, Philippines.

- Assists the Chief Cook in preparing, cooking and presenting the food for officers and crews.
- Ensure that all food prepared and served are according to the established standards and practices.
- Make weekly inventory of all stocks such as condiments, cleaning materials and other supplies in the galley.
- Responsible in cleaning and maintenance of the galley and mess room as well as the receiving room and senior officer cabin.
- Handles all working materials and equipments correctly and keeps it well cleaned and maintained.
- Aware of all fire, safety and emergency procedures (with proper trainings and certificates).

CERTIFICATE

- COMMERCIAL BANK OF DUBAI : Information Security Awareness 1/11/2021
- COMMERCIAL BANK OF DUBAI : Code of Conduct 4/11/2021
- COMMERCIAL BANK OF DUBAI : Anti – Money Laundering and Combating Terrorist Financing Awareness 26/11/2021
- COMMERCIAL BANK OF DUBAI : Fraud Awareness 2/6/2022
- COMMERCIAL BANK OF DUBAI : Sanction 14/7/2022

EDUCATION

COLLEGE: BACHELOR OF SCIENCE IN MARINE TRANSPORTATION (2012)

ELEMENTARY & HIGH SCHOOL: (2008)