



ROLDAN ALCANSADO SEVA

📍 Hamdan St. Gift Land Bldg, Abu Dhabi

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✉️ sadyaseva@gmail.com

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

Feb. 1, 2023 ~ Nov. 30, 2023

Al Dhafra Workers Village

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

Sept. 10, 2022 ~ Jan. 05, 2023

Al Shaheen

Abu Dhabi

Job Summary:

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

○ BRANCH MANAGER

August 2016 ~ September 10, 2022

Michel J. Lhuillier Financial Services

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

2011 ~ 2016

Michel J. Lhuillier Financial Services

Talisay 2 Branch, Philippines

○ LOCAL PORT TECHNICIAN

2010 ~ 2011

Michel J. Lhuillier Financial Services

Talisay 2 Branch, Philippines

○ TELLER

2008 ~ 2010

Michel J. Lhuillier Financial Services

Talisay 2 Branch, Philippines

○ ASSISTANT

Sept. 2006 ~ July 2007

Remec and Nidec Company

Laguna City, Manila, Philippines

○ On-The-Job TRAINING

Sept. 2004 ~ December 2004

Department of Agrarian Reform

Bacolod City, Negros, Philippines