



BOBIE BENITEZ

☎ 052 279 0388

✉ bntzbob2@gmail.com

📍 Al Rigga, Dubai UAE

Objectives:

To be part of a highly dynamic company where I could submit myself to even greater responsibilities and offering opportunities for personal development & advancement of my career.

Skills:

- Good interpersonal relations and communication skills.
- Proven initiative and work with minimal supervisions.
- Can handle pressure gracefully.
- Flexible and multi-tasking.
- Dynamic and hardworking and highly motivated.
- Can handle currency and financial transactions accurately.
- Computer literate MS word and excel.

Education:

1999

University of the East - Philippines

Degree Holder of Bachelor of Science in Business Administration Major in Management.

Personal Data:

Nationality: Filipino

Place of Birth: Manila, Philippines

Civil Status: Married

Gender: Male

Language: English & Tagalog

Work Experience:

Shift in Charge

2013 - 2023

Al Ghurair Exchange | Dubai, UAE

- Entertain the customers and meet their required service; offering excellence in customer service and Cross-selling the products and services.
- Processing of Remittances transactions, dealing in Foreign currency exchange, WPS (Wages Protection System), Pension payments, Vat payment, Credit card and Utility bills payments and other services.
- Checking all the forex rates and TT rates all the time.
- Reconciled cash and cheques against computer records at the end of the day.
- Consolidate all currency, make balance at end of the day and file all reports.
- Checking all documents needed from the clients for compliance purposes.
- Adherence to a complaint-free and fast, but error-free delivery of services.
- Explained bank services, financial products and applicable fees to customers to offer comprehensive service.
- Monitored operations to keep processes aligned with targets and matching forecast.

Senior Bank Teller

2000 - 2012

Banco de Oro Universal Bank | Manila, Philippines

- Responsible for rendering services to all our clients through proper and utmost care of handling cash, checks and other documents basically in deposits, withdrawals and other day to day banking transactions.
- Dealing and assisting clients needs and wants, performing other duties designated by the customer. Do marketing prospective clients and offer banks products.
- Responsible to perform cash balancing of ATM machines compared vs each terminal reading / production report as primary custodian.
- Assigned to load cash inside ATM Cassettes at cash hub premises and ensure that all machines are in good condition and online.