



ABDUL HAMID T. MANALOCON

I 'am Efficient and details-Oriented. Financial Advisor for almost 2 years, Purchasing officer for more than 2 years, and Teller for 2 years.

I have 6 years working experience in UAE and I am confident in my ability to fulfill my role as an Administrative Support to ensure the office operation flow is smoothly and functional.

CONTACT

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Electra Street, Abu Dhabi, UAE

SKILLS

Administrative support, Microsoft Suite, Excel, Word, Inventory, Scheduling skills, (WPS), Editing and Outlook mails.

PERSONALITY

Trustworthy, Reliable, Ethical, Progressive, Honest, Friendly, Open-Minded, Fast learner, and Punctual.

PERSONAL DETAILS

Age: 27
Gender: Male
Civil Status: Married
Nationality: Filipino
Religion: Islam
Language: English & Tagalog
Visa Status: Employee

EDUCATION

Bachelor of Science in Commerce
Major in Management.
Marawi Islamic College| Lanao Del Sur, Philippines. 2017
UAE Attested on Process.

EXPERIENCE

1 & half Years - Cancel Visa

Financial Advisor | Orient Insurance, Al Futtaim Group, UAE

- ✓ Networking and calling with potential customers.
- ✓ Set a meeting face to face with client
- ✓ Educate customers on each type of insurance coverage and make recommendations based on their needs
- ✓ Process their documents thru computer and etc.

More than 2 years

Purchasing Officer | Capital Motion Group, UAE

- ✓ Research potential vendors.
- ✓ Compare and evaluate offers from suppliers.
- ✓ Negotiate contract terms of agreement and pricing.
- ✓ Track orders and ensure timely delivery.
- ✓ Prepare reports on purchases, including cost analyses.
- ✓ Monitor stock levels and place orders as needed.

2 years

Teller | Al Dahab Exchange, UAE

- ✓ Keeping currency and coins in a neat and orderly arrangement.
- ✓ Serves customers by completing account transactions
- ✓ Assisting customers with basic transactions, such as making deposits and withdrawals.
- ✓ Tallying of cash as per system and deposit with treasury before end of duty. And (etc.)

REFERENCES

[Available upon request]