



RUSTOM P. PAGAUISAN

WORK EXPERIENCE

ADMIN ASSOCIATE RETAIL OPERATIONS-GEANT, GMG CONSUMER

Dubai, United Arab Emirates

- Knowledgeable in System Application Products in Data Processing (SAP)
- Knowledgeable in NAV System
- Posting Invoices
- Posting Goods Received Vouchers
- Compiling, verifying the accuracy, and sorting information to prepare source data for computer entry. Preparing and sorting data for computer entry.
- Reviewing data to make sure it's accurate before entering it into the system
- Entering data from paper to a computer data entry system
- Maintaining the data system and ensuring all information is correctly recorded.
- Completing Data Backups
- Filing and making paper copies
- Checking your work for errors or duplicate entries
- Reporting errors to management
- Keeping records of data entry and database information

BANK TELLER/NEW ACCOUNTS) Robinsonsbank | September 6, 2021 – June 23, 2023


G/F, Cebu Pacific Airline Operations Center Building,
Domestic Road, Pasay City, Metro Manila

On a per-transaction basis


- Processing bills payment like electricity, loans, contributions, and other bills.
- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner.
- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures.
- Receive checks and cash for deposit, verify amounts, and check the accuracy of deposit slips.
- Enter customers' transactions into computers to record transactions and issue computer-generated receipts.
- Balance currency, coins, and checks in cash drawers at the ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Order a supply of cash to meet daily needs.
- Perform clerical tasks such as typing and filing.
- Perform Anti Money Laundering Act (AMLA)

ABOUT ME

**Bachelor of Science in
Entrepreneurship
Cagayan State University- Andrews
Campus
Caritan Sur, Tuguegarao City, Cagayan**

 056-332-4718

 tpagauisan@gmail.com

 Dubai, United Arab Emirates

CAREER OBJECTIVE

To pursue a challenging career and to be part of a progressive organization that gives a scope to enhance my knowledge and utilize my skills while making a significant contribution to the success of the company.

SKILLS

- Dedicated and focused on work.
- Responsible and hard working.
- High tolerance and can work under pressure.
- Willing and able to learn new things.
- Willing to accept responsibilities and challenges.
- Responsible for confidential and time-sensitive material.
- Good team player and multitasking capabilities.
- Ready to accept failures and learn from it.

PERSONAL INFORMATION

Date of Birth: December 23, 1997

Age: 26

Sex: Male

Civil Status: Single

Religion: Roman Catholic

Nationality: Filipino

Language: English and Tagalog

WORK EXPERIENCE

FOREX CASHIER-SUPERVISOR Rens Foreign Exchange Ninoy Aquino International Airport, Terminal 3 | 2019 – 2021

- Daily cash HANDLING OVER 65+ foreign currencies.
- Daily Cash Counting.
- Daily Cash Verification and Identification.
- Daily balancing foreign currency and Us dollar Inventories.
- Opening and Closing Branch.
- Oversees and maintain the organization foreign currency market position.
- Execute foreign transactions for clients.
- Establishes local exchange rates for retail customers based on market fluctuations. • Performs other related duties assigned.

BUSINESS IMMERSION | October – December 2017

Department of Agriculture Region 2. Tuguegarao City, Cagayan

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TRAININGS AND SEMINAR ATTENDED

G/F, Cebu Pacific Airline Operations Center Building,

Domestic Road, Pasay City, Metro Manila

- Bank Security Training (September 22, 2021)
- Signature Verification and Forgery Detection Training (September 22, 2021)
- Cash Verification and Counterfeit Detection Training (September 23, 2022)
- Id Verification, Check Fraud Detection and Identity Theft Training (September 24, 2022)
- Basic Branch Operations Training (September 30, 2022)
- Entrepreneurial Mindset: MAKING YOUR PASSION, YOUR PROFESSION (May 05, 2018)
- Product Development Seminar (February 15-16, 2017)
- Forum on Development in Philippines Business Environment, E-Commerce (February 09, 2017)
- 7th Annual Business Summit (January 20-23, 2016)
- Entrepreneurial Mindset: SETTING GOALS FOR THE FUTURE (February 16, 2017 •

CERTIFICATIONS

- Contact tracing, Front liner (October-December 2020)
- LEADERSHIP AWARD (January 2020)
- Top 2 Employee of the month (April 2019)
- Top 2 Employee of the month (May 2019)
- Top 3 Employee of the month (June 2019)
- YOUNG ENTREPRENEURS' SOCIETY Position: Socio-Cultural Coordinator (June 2017- March 2018)
- College Socio-Cultural Awardee 2018
- University Socio-Cultural awardee 2018 (May 05, 2018)
- Product Development Seminar (February 15-16, 2017)
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