

WILLIJON P. CAMACHO

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Objective: To obtain a position where I will be able to contribute my skills, knowledge, and experience to a company that will give me an opportunity to develop my career.

Personal Data:

Birthday: **24-March-1977** Status: **Married** Nationality: **Filipino**

Educational Background:

BS Computer Science / Emilio Aguinaldo College / Graduated April 1999

Professional Summary:

Cash handling:

Skilled at receiving and processing banking/forex transactions / Strong mathematical skills / Attention to detail / Knowledge of proper cash handling procedures / Ledger balancing / Cash drawer maintenance.

Customer service:

Problem solver / Conflict resolver / Good communicator / Trustworthy / Reliable

Technical:

Teller software experience (Finacle, AS400, Queastor) / Computer knowledge (MS Word, Excel, Internet) / Data entry skills / Driving (with professional driver's license at home country)

Work Experience:

Key One Realty Group (Real Estate Dubai)

April – May 2023

Leasing and Sales Property Advisor

Search for suitable clients who are willing to lease, purchase and selling of properties (Secondary and Off Plan) / Promoting unoccupied properties through social media / Presenting apartments, Villa and other properties to prospective clients.

SM Development Corporation (SMDC)

Dubai, U.A.E. – Feb2020 to Mar2023

International Property Specialist

Promotes SMDC properties through advertisements and other effective strategies / Assist clients in completing all required documentations in booking sales / Achieving monthly sales goal / Continues prospecting / Assisting clients in selling their turned over properties / Assisting clients in searching suitable tenants.

Emirates Islamic Bank

Oud Metha Branch - Feb2017 to Jun2018

Al Barsha Mall - Sep2013 to Feb2015

Bank Teller

Encash cheques after ensuring that signature are valid / Receive cheques and post entries into correct accounts / Verify dates on incoming cheques / Verify cashier's cheques / Sort, file and record deposit slips / Manage bank vaults to ensure correct cash balances / Provide information to clients regarding bank services / Manage specialized services such as checking and savings accounts / Resolve discrepancies in accounts / Provide account balance information to clients / Accept and process loan payments / Transfer funds at the request of clients / Ensure that the cash drawer is balanced and maintained at all times / Cross sell bank's products / Open and close checking and savings accounts / Perform end of the day recap of money and bank slips / Take advantage of sales opportunities to attract new customers / Post all cash and credit card entries into the database / Stamp receipts and verify that the customer is who he or she claims to be / Compare signatures, photos and ID to verify customers

Al Barsha Mall - Feb2015 to Jan2017

Acting Head Teller

Supervise a team of tellers to ensure that all transactions are valid, accurate and within approval limits and any excess or shortage of cash are explained and reported appropriately / Ensure that service is delivered as per standards in order to meet customer expectations / Implement compliance and control procedures in order to ensure that all transactions are processed as per procedural requirements / Address and resolve day-to-day transaction-related problems in order to achieve timely and satisfactory solutions / Act as custodian of cash and security items so as to safeguard against misuse or possible losses / Ensure that periodic reports and reconciliations are completed in a timely and accurate manner to safeguard against possible frauds or losses.

U.A.E. Exchange

Hamriya Free Zone

FC (Foreign Currency) Cashier – Junior Officer (Nov2008–Jul2013)

Handle foreign currency transactions and accounts / Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service / Processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets / Communicate customer requests to management / Enter all transactions from register into the tally program / Operate all equipment necessary to perform the job / Any other tasks as assigned from time to time by any manager

Accomplishments: Service Excellence Award / Certificate received: July 2009

Counter Staff – Junior Officer (Apr2008–Oct2008)

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service / Handling new account opening / Processing transactions quickly, accurately and efficiently / Communicate customer requests to management / Operate all equipment necessary to perform the job / Any other tasks as assigned from time to time by any manager

Accomplishments: Service Excellence Award / Certificate received: October 2008