



ABDUL HAMID T. MANALOCON

I am efficient and details-oriented. Excellent experience in Hospitality and customer service industry for many years.

I have more than 6 years working experience in UAE and I am confident in my ability to fulfill my role given by the organization, to ensure the operation flow is smoothly and functional.

CONTACT

Electra Street, Opposite LLH.
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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: 28
Gender: Male
Civil Status: Married
Nationality: Filipino
Religion: Islam
Language: English & Tagalog
Visa Status: Employee

EDUCATION

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

EXPERIENCE

Present

Relationship Officer | Commercial Bank of Dubai (CBD) Smart Union. Abu Dhabi, UAE

- ✓ Actively seek out new sales opportunities through cold calling, networking and social media for selling retail banking products like credit cards.
- ✓ Ability to work under pressure to meet sales target.
- ✓ Required daily follow up with the customers for networking.
- ✓ Through direct / telephonic conversations able to engage with the customers

April 11, 2022- October 10, 2023

1.6 years

Insurance 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.

November 15, 2020- December 5, 2022

2.3 years

Cashier/Barista | Capital Motion Group, UAE

- ✓ Taking customer orders at the counter.
- ✓ Receiving payments and presenting change to customers
- ✓ Managing the register, including all credit card and cash operations
- ✓ Making all beverages, such as coffee tea and juices.
- ✓ Answering questions regarding menu items.
- ✓ Monitor stock levels and place orders as needed.

September 12, 2018- October 10, 2020

2.1 years

Teller/Cashier | 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)