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PERSONAL INFORMATION

Nationality : Filipino
Age : 28
Language : Tagalog, English
Marital Status : Single
Visa Status : Employment

SKILLS

Language	●	●	●	●	○
Microsoft Office	●	●	●	●	●
Web and Tech Savvy	●	●	●	●	○
Typing Speed	●	●	●	●	○
Problem Solving	●	●	●	●	●
Team Leadership	●	●	●	●	○
Driving	●	●	●	●	●

EDUCATION

Bachelor of Science in Accounting Technology

University of the Immaculate Conception
Bonifacio Street, Davao City, Philippines
Batch 2011-2015

OBJECTIVES

To seek and get potential job that commensurate my qualification and continue enhances my skills and abilities.

WORK EXPERIENCE

Teller

Al Fardan Exchange L.L.C

May 2021 – Present

Dubai, UAE

- Interacts with customers, verifying their identification, processing deposits and withdrawals, and facilitating various financial transactions.
- Keep abreast of internal standards and business goals in compliance of CBUAE requirements.
- Familiarity with industry practices and professional standards
- Ensures the branch operates within the law and meets current regulatory standards of CBUAE.
- Provide a range of teller services in a timely and accurate manner to meet the customer needs.
- Process all transactions to meet procedural and control standards.

Teller

Redha Alansari Exchange L.L.C

May 2019 – May 2021

Dubai, UAE

- Offer customers carry-out service at the completion of transactions.
- Assist the supervisor with the day-to-day task in monitoring and managing the branch.
- Manage and resolve queries promptly and effectively.
- Perform all control routines accurately at prescribed times to enable the branch to monitor physical and account positions.
- Respond courteously and effectively to customers problems, escalating those beyond the role limits to the superiors.

Credit and Collection Officer

Davao Medical School Foundation Hospital Incorporated

Davao City, Philippines

March 2018-January 2019

- Verify if correct charging of SOA from Billing Department.
- Verify attached documents are verified in complete details with provided approval to guarantee payments from Insurance and Company.
- Make call outs for the different transactions and follow up payments to the different company and insurances accredited in the hospital.

I hereby certify that the above information is true and correct.

Niña Anne M. Reyes

APPLICANT