

CECILE FLORES JAVIER

Address: Abu Dhabi United Arab Emirates

Mobile no: +971557586743

E-mail Address: cecileflores281@yahoo.com

Nationality: Filipino



OBJECTIVE:

To take a challenging and high performance role where my skills, knowledge and ability to work well with people can utilize and enhance.

Work Experience

Emirates India International Exchange LPC

Cashier/Teller

Alwadha Mall Abu Dhabi UAE

January 2021-Present

Job Role: Handling cash transaction, processing foreign currency, wps, bills payment, and remittance. Maintain good customer service to the clients, Guidance to customers through the delivery of excellent customer service to resolve customer queries and achieve customer satisfaction. Doing the report reconciliation at the end of the day. Respect AML rules, policies and procedures of the company and central bank.

Travelex Emirates Foreign Exchange LLC

Cashier/Sales Consultant

Abu Dhabi International Airport UAE

August 2017 to September 2020

Job Role: Exchange currencies from different countries using RTS. Processing Western Union and VAT refund to different countries. Maintain good customer service to the clients and achieve customer satisfaction. Use every opportunity to upsell and cross-sell and recommended new product or offer new promotion to customers in add-on business. Balance currencies at the end of shifts. Manage till stocks and monitor bank vaults to ensure cash balance are correct.

Progoti Exchange Co.

Cashier/Teller

Electra Street Abu Dhabi UAE

August 2015 up to July 2017

Job Role: Responsible for the efficient and timely processing of customer transactions including cash. Ensure and maintain high standard customer sales and service as per company policies. Buying and selling different currencies and accept cash for

remittances. Preparing cash for bank deposits and maintaining cashiers cash tally stocks. Doing the report at the end of the day.

Citizen's Rural Bank Inc
Teller
Cabanatuan City Philippines
November 2006-May 2013

Job Role: Fully responsible with cash deposit, withdrawal and all transaction regarding cash. Open accounts, including savings and checking. Handle loan payments and cash checks. Collect loan payments. Preparing daily summery report, interest on quarterly basis and updating client savings account time deposit. Balance cash and checks in cash drawer at end of each shift.

EDUCATIONAL BACKGROUND

(2002-2006)
Bachelor of Science in Business Management
Nueva Ecija University of Science and Technology
Cabanatuan City Philippines

REFERENCE

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Cecile F. Javier
APPLICANT