

## MARIBEL SORIANO DULO

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### OBJECTIVE:

To offer my whole service and skills for any position that commensurate to my qualifications. I look forward to work in a company that will give me the opportunities and which can give the trust and invest in my potentials.

### WORKING EXPERIENCE:

Company	Position	Inclusive Dates
<b>Emirates India International Exchange ( Dubai, UAE)</b>	Head Cashier / CSO	Feb 14, 2009 – Mar 28,2024
<b>Trade Center ( Dubai, UAE) George V Hospitality</b>	Sales Executive / Cashier	Jan 26, 2006 – Jun 01, 2008
<b>City Oil Philippines Oil and Gas Company</b>	Accounts Receivables	Apr 25, 2000 – Oct 26, 2005

### Job Description: Emirates India International Exchange

- Process Inward and Outward remittances both Individual and Corporate customers.
- Buying and Selling of Foreign currencies adhering AML regulation laid by the Central Bank of UAE.
- WPS Processing and salary disbursement. Send and receive inward/outward payments and cheques
- Provides good customer service to all customer by providing what service they need to satisfy them.
- Handling complaints, clarification and amending transactions requested by customers.
- Cross selling of company's products and services
- Verification of documents in compliance with AML POLICY
- Proper filling of documents.
- Bringing new customer and maintain excellent relationship with existing clients.

**Job Description: Trade Center Dubai UAE**

- Introducing its products and services to customers
- Deals with people who are eligible to avail the product and services offered.
- Selling of Company's product
- Selling with honesty and integrity by profiling the customers to the right product that can surely benefit them.
- Ensure good communication to clients who availed the product and help them to use it to its best.
- Maintain excellent relationship with customers.
- Manage cash flow and prepare daily reports .

**Job Description: City Oil Philippines**

- Actively collected daily deposits and securely deposited them in the bank.
- Responsible in analyzing amount of fund a branch should have in a daily basis.
- Responsible in withdrawing/Cash out of the entire Area Fund in the Bank.
- Manage Cash Flow of the Company
- Ensure that all Cash in and Cash out Transactions are balance at the end of the day.
- Serve as the front liner of the branch and entertain clients with excellent customer service.
- Answering inquiries of customers
- Prepare reports such as daily, weekly and monthly reports.
- Prepares monthly reimbursement and cash advance liquidation.
- Responsible on branch fund, both cash on drawer and cash on vault.

**EDUCATIONAL BACKGROUND:**

Name and Place of School	Degree	Inclusive Dates
IETI COLLEGE ALABANG CAMPUS	CSBM Computer System Business Management	1996-2000
Sto. Tomas National High School ISABELA PHILIPPINES	Secondary	1992-1996
Sto Tomas Elementary School ISABELA PHILIPPINES	Primary	1986-1992

**SKILLS:**

Cashiering/Money Handling  
Foreign Currency Trading  
Customer Service Oriented  
Excellent Communication Skills (Verbal and Written)  
Selling Skills  
Computer Literate (Microsoft Word, Excel, PowerPoint)

**Training:****Anti-Money Laundering**

Emirates India International Exchange  
Room 1110, Green Tower  
Deira, Dubai UAE

**FERG (AML training)**

Mankhool, Dubai UAE

**Direct Sales Training**

Oud Metha Building

**PERSONAL DATA:**

Date of Birth	:	September 17, 1979
Religion	:	Christian
Languages Spoken/Written	:	English, Tagalog, Ilocano, Ibanag, Bisaya

**CHARACTER REFERENCES: Upon Request**

*I hereby certify that the above information's are true and correct in the best of my Knowledge and beliefs.*

  
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**Applicant's Signature**