

MARICEL MARTINEZ

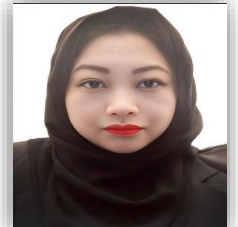
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DUBAI, UNITED ARAB EMIRATES

SUMMARY

Experienced Accounting Assistant with 3 years of experience in accounts receivable/payable, bookkeeping and 6+ years experience in handle financial transactions accurately and efficiently and maintain a high level of security and confidentiality.



Professional Experienced

INSIYA GENERAL TRADING LLC, Dubai, U.A.E

Accounts Assistant cum Head Cashier 1st Sept 2021 – Present

- Maintain bookkeeping records and accounting system files, reconciling transactions with the general ledger in compliance.
- Handle customer disputes by communicating with customers and investigating non-payment issues.
- Preparing for Gold separation and gold calculation.
- Unfix Gold purchase and sales entries
- Updating Gold refinery reports in the system
- Processing bulk payment/receiving to clients
- Closing daily cash and keep all in the safe/Vault.

MESRKANLOO INTERNATIONAL EXCHANGE Dubai, U.A.E

FC Cashier 6th November 2018–31st July 2021

- Purchasing and selling of foreign currencies based on U.A.E rules and regulation
- Aware of AML (Anti-Money Laundering). Adheres to the AML Policies, regulatory requirements
- Practices Know Your Customer (KYC), Customer Due Diligence (CDD) and EDD
- Maintaining sound relationship with the customer

AL GHURAIR INTERNATIONAL EXCHANGE, Dubai, U.A.E

Head Cashier 3rd March 2014- 30th Aug 2018

- Handling local & foreign currencies buying and selling with exchange houses
- Full awareness and knowledge of Western Union, Transfast, Instant Cash & GCC Remittance
- Follow all the circulars from the Management and respect the rules/policies of company.

Highlights

- Anti-Money Laundering Training Course from FERG, Dubai UAE 2019
- Customer service
- Financial Transaction
- Bulk Cash Handling
- Data Entries
- Journal Entries
- Multitasking Skills

Education

- Completed Bachelor's Degree in Commerce 2003 Saint Ferdinand College Philippines
- Basic Accounting Course Dubai UAE 2014

Language

- English
- Tagalog/Pilipino