



## **ANA MARIE BANTILLO AMPO**

Address: Emirates Golf Club, Dubai

Phone number: +971 54 338 9467

Email: anamarieampo0611@gmail.com

### **OBJECTIVE**

- To acquire challenging position and be part of growth-oriented and dynamic team where I can utilize my knowledge, skills and abilities that I gained from my academe in order to achieve my career goals.

### **EXPERIENCE**

#### **DENIBA INT'L EXCHANGE ( September 2019- November 2022 )**

##### **TELLER/ CLERK**

- Input cash related data in Symex system.
- Print everyday report, check and maintain the records for future reference and audit purpose.
- Send remittances to other countries. Familiar with the remittances systems like Telex transfer, Inter branch service, U-Remit, I Remit, Prabhu, MoneyGram, Instant Cash API and Transfast.
- Processing and disbursing company's salary through WPS.
- Making Journal, Cash receipts and Cash Payment vouchers.
- Apply C3 salary card directly to C3 online portal. Arrange C3 salary cards for requested WPS customers. Handling complains regarding C3 cards.
- Monitor the waiting queues and teller functions to achieve acceptable reduction in serving time, customer satisfactions as per pre-decided standards.
- Anti-money laundering activities, report and monitoring a suspicious and high value transactions.
- Send e-mails to concern departments related to the queries of the customers.
- Handling customers Complains and inform them via emails and over the phone.
- Develop, manage and implement key management system.
- Promoting allied products & services and Handle related Inquires & compliance.
- Handling customer queries and complains over the counter in a courteous and professional manner.
- Updates job knowledge by participating in educational opportunities.

**Sameh Adel Gaafar Mohamed ( June 2017 – June 2019)**  
**Servant/Nanny**

- feed, wash and dress children.
- plan and supervise the children's daily activities.
- play and do learning activities with children.
- behaviour guidance.
- infant care.
- give advice and support to new mothers.
- care for sick children in the home.

**EDUCATION**

**Tertiary : STI Tagum College**

**Information Technology Program**

S.Y 2014-2016

Tagum City, Philippines

**Secondary : Tagum National High School**

Tagum City, Davao Del Norte, Philippines

S.Y 2008-2012

**Elementary : San Vicente Elementary School**

Asuncion Davao del Norte Philippines

S.Y 2002-2008

**PERSONAL DATA**

AGE: 28

BIRTHDATE: November 06,1995

MARITAL STATUS: Single

GENDER : Female

Nationality : Filipino

I hereby declare that above mention statement is correct and true to the best of my knowledge and belief.

**Ana Marie Bantillo Ampo**

APPLICANT