



CINDY DAVID

Branch Officer / Teller

Personal Info

Villa 19, Abu Dhabi, 00000,
United Arab Emirates

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ID Number

784-1981-5394294-5

Nationality

Filipino

Date of birth

August 14, 1981

Skills

Teamwork

Creativity

Leadership

Work ethic

Adaptability

Communication

Time management

Problem-solving

Attention to detail

Interpersonal skills

Languages

Tagalog

English

Japanese

Summary

I am aiming for a position in a company where I can exercise and develop my potential as a professional with several years of experience in cash handling, cash collection, money remittance, vault custodian, cheques, and credit card payments, with excellent customer service. With years of experience in banks, pawnshops, money lending companies, real estate, and hospitality sectors.

Work Experience

Branch Officer / Teller, National Exchange Company, Al Ain City

June 2022 - January 2024

- Developed strong customer relations by providing timely and accurate information and solutions to customer inquiries.

Sales / Promoter, The IML Group (Nestle), Carrefour, Al Saqr

February 2019 - June 2022

- Created and delivered presentations to potential customers to explain the value of our products and services.

Sales Executive / Promoter, FLC Marketing Group, Carrefour, Al Jimi

February 2018 - February 2019

- Utilized a consultative sales approach to identify customer needs, develop solutions and close deals.

Social Media Curator, SystemBerries Technology (Part-Time),

Moh'd Bin Zayed City, Abu Dhabi

February 2017 - December 2017

- Managed and created content for the company's social media platforms, including Facebook, Instagram, and Twitter.
- Developed creative strategies to expand followers and engagement on all social media channels.
- Collaborated with other departments to create engaging content that resonated with the target audience.

Receptionist, Khidmah LLC, Al Reem Island, Abu Dhabi

June 2014 - February 2017

- Demonstrated excellent customer service and problem solving skills while managing the front desk.
- Processed incoming and outgoing mail, faxes, packages and other deliveries.

- Welcomed and provided assistance to visitors in a friendly and courteous manner.
- Maintained an organized and clean reception area.

Receptionist / Secretary, First Choice Laundry, Mazyad Mall, Moh'd Bin Zayed City

December 2010 - May 2014

- Reconciled bank accounts and general ledger accounts on a monthly basis.
- Developed and maintained positive relationships with customers, vendors and colleagues.
- Maintained an organized and clean reception area.
- Successfully managed a broad range of office tasks, including scheduling, filing, data entry, and customer service.
- Developed and maintained a filing system to ensure easy access to documents.

Supervisor / Vault Keeper, Villarica Jewelry awnshop Inc. (Money Remittance Center), Manila, Phillipines

March 2006 - September 2008

- Developed and implemented operational procedures and policies to ensure efficient workflow and customer satisfaction.
- Monitored and tracked team performance against established goals and objectives.
- Implemented a comprehensive training program for new staff members.
- Evaluated team performance and provided feedback to enhance individual skills.
- Operated currency counter, coin sorter, and other related equipment to accurately count and balance all daily transactions.
- Processed customer transactions in a timely and efficient manner.
- Performed daily balancing of cash drawers and vault accounts.
- Monitored and maintained the security of the vault, ensuring all safety protocols were followed.
- Identified and reported any suspicious activity or discrepancies to management.

Education

Bachelor of Science in Computer Science, Arellano University

June 1997 - October 2001

Graduated and acquired a degree as a Bachelor of Science in Computer Science.

Secondary Level, Tondo National High School

June 1993 - March 1997

Finished, graduated and acquired a diploma in secondary level.

Primary Level, Isabelo Delos Reyes Elementary School

June 1987 - March 1993

Finished and graduated primary level.