



LORD MANATAD

VISA Status: OWN/RESIDENCE

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To find a fulfilling career path that will allow me to fully contribute my knowledge and skills acquired through years of experience and to provide good quality work output to meet the company demands.

Skills

- Teamwork and Collaboration
- Dependable and Responsible
- Documentation and control
- Multitasking Abilities
- Filing and data archiving
- MS Office

Experience

Document Controller

MISPAH PIPELINE INSPECTION SERVICES L.L.C, ABU DHABI

January 2024 - July 2024

- Receiving documents or requests from clients (email,etc) and making NDT reports.
- Reviewed and edited documents for accuracy, consistency, and compliance.
- Expertly handled data entry and administrative tasks related to document control.
- General ad hoc tasks or duties.

OAo,Payments FCY & AED Processor, Client Services

FIRST ABU DHABI BANK, PAYMENT CENTRE, Khalifa Street

February 2011 - October 2020

- Processing and Posting incoming or inward payments (foreign and local remittances) and ensuring all payments are in compliance with AML and OFAC sanctions
- Processing AED payments from UAEFTS ensuring all details are correct such IBAN, purpose code, etc
- Ensuring proper modification of messages (MT103, MT202) received in Repair Queue - FAB Intellect system, T24- and is submitted for authorization
- Responsible for submitting all payments received in Third Party queue (MT103 and MT202) Reporting all Cross Currency payments to respective branch, to obtain rate, to process payment as per BAU
- Processing all Deal payments executed as per deal confirmation and necessary entries are passed in respective Nostro account
- Swift creation for MT 202,103, and 199/299 messages
- Checking the accuracy of the payment instructions details such as ref no., value date, rates, charges, IBAN's and others
- Checking and ensuring all payments are processed for same day value and nothing pending in Intellect UAE, T24,SWIFT Alliance and UAEFTS to modify
- Making refunds (MT202 and MT199 swift messages) to respective Nostro and Vostro and corresponding banks if payment received with invalid IBAN or no complete IBAN at all

- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse
- Executed record filing system to improve document organization and management
- General ad hoc office duties such as filing, documentation, scanning, printing etc.

GENERAL CLERK/OFFICE STAFF

METROBANK AND TRUST, PLAZA MAKATI

February 2007 - July 2007

- Encoding or posting of incoming foreign and local remittances
- Preparing manually accounting tickets
- Filing documents such as accounting tickets, files, for Euro-funding and Booking (EURO Remittances)
- Preparing commission billing to remittances tie-ups for remittances paid by the bank
- Amount balancing - balancing amounts between the summary printed files and printed files of VOSTRO accounts.

SERVICE CREW / CASHIER

WAFFLE TIME INC, Manila

December 2005 - May 2006

- Greet and welcome customer, take payments and process sale using POS cash register
- Assures highest standards of service and quality by monitoring food preparation methods, portion sizes, presentation and fast service
- Stock and maintain all food items and beverages and take inventory of all supplies.

Education

Bachelor of Science in Commerce, Banking and Finance

HOLY NAME UNIVERSITY (formerly DIVINE WORD COLLEGE-TAGBILARAN)

March 2003

High School

Dr. Cecilio Putong National High School, Tagbilaran City, Bohol

March 1999

Elementary

Buenavista Central Elementary School, Buenavista, Bohol

March 1995

Additional information

SEMINAR ATTENDED:

Bring Your Heart To Work - 05/06/2014, Yas Marina Circuit Hall, Abu Dhabi, UAE

Email Etiquette Seminar - NBAD/FAB Academy Building, Abu Dhabi, UAE,

Anti-Money Laundering Seminar - NBAD/FAB Main Branch, Abu Dhabi, UAE,

HIV - AIDS SEXUALLY TRANSMITTED DISEASES, A LECTURE WORKSHOP - 03/09/2004, Cebu Normal University Conference Hall Osmena Boulevard, Cebu City,

PHILIPPINE EXAMINATION PASSED:

Civil Service Professional, 2007, NCR,

Civil Service Sub-Professional, 2002, Bohol