



## **RONA MAE FERRAREN VILLAFLORES**

Gym Building, Flat 102, Al Satwa, Dubai, UAE

Email add: [namievill14@gmail.com](mailto:namievill14@gmail.com)

Mobile no: 0555-134-630

Age: 32 year old

Date of Birth: August 14, 1991

Status: Single

Visa status: Employment Visa

### **PROFESSIONAL PROFILE**

- \* Results-driven achiever and effective team leader with exceptional interpersonal skills.
- \* Highly flexible and adaptable performer; adept at multitasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects.
- \* Exceptionally motivated self-starter and creative problem-solver who works hard and love challenges.
- \* Well-rounded and communicative.
- \* Fast learner who has been consistently cited for ability to achieve rapid comfort level in new environments and almost immediately develop optimal solutions.

### **COMPUTER SKILLS**

- \* Proficient in Microsoft Office such as MS Word, MS Excel and MS Powerpoint.

### **EDUCATION**

- COLLEGE:** **Bachelor of Science in Business Administration**  
Major: Human Resource Development Management  
Philippine Advent College  
Ramon Magsaysay, Sindangan Zamboanga del Norte, March 2013
- SECONDARY:** **PAMPLONA NATIONAL HIGH SCHOOL**  
Pamplona, Negros Oriental, Philippines, March 2008
- PRIMARY:** **PAMPLONA CENTRAL ELEMENTARY SCHOOL**  
Pamplona, Negros Oriental, Philippines, March 2004

## TRAINING AND SEMINARS

\* Had attended the ANTI-MONEY LAUNDERING AND COUNTER TERRORISM FINANCING PROGRAM ON MARCH 21, 2021 AT JOYALLUKAS EXCHANGE

## PROFESSIONAL EXPERIENCES

### BANK TELLER

Joyalukkas Exchange

Satwa branch, Al Badaa, Dubai UAE

Feb. 22, 2020 to present

\*Conducts international and local remittances such cash deposits, bill payments and local transfer.

\*Receive and issue TT, processed WPS, exchange foreign currencies (considered buying and selling currencies)

\*Exceeding monthly sales and goals.

\*Maintained balancing record with 100% accuracy rate.

\*Recorded amount received and prepared reports of transactions.

\*Maintained friendly and professional customer interactions.

\*Performed all assigned tasks given by heads and superiors.

## REFERENCES

\* Vineesh Kalarrikal

Assistant Branch Manager

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+971 11 11 11 11 11

EMary Grace Bucaloy

Customer service executive

Joyalukkas Exchange

+971 50 832 0923

I hereby pledge that the above statements are true and correct to the best of my knowledge and skills.