



Al Satwa, Dubai, UAE



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jacquelinesdaming@gmail.com

OBJECTIVE:

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

EDUCATIONAL BACKGROUND

HOTEL & RESTAURANT MANAGEMENT (AHRM)
Golden Heritage Polytechnic College
Graduate **UAE ATTESTED DIPLOMA**
2007 – 2008

SKILLS AND CAPABILITIES

- Knowledgeable of Microsoft Word, Excel, PowerPoint, Outlook
- Flexibility, Adaptability, Motivation, Time-Management, Career-Focused
- Goal-Oriented, Interpersonal
- Leadership and Management
- Teamwork and Collaboration

LANGUAGE

- English, Tagalog
- Basic Hindi, Basic Arabic

JACQUELINE CAPRICHIO DAMING

PROFESSIONAL HISTORY

REMITTANCE CLERK

OCTOBER 2022 – OCTOBER 2024

BRANCH COMPLIANCE OFFICER

DENIBA INTERNATIONAL EXCHANGE

- Knowledgeable with the remittance services and products like Telex Transfer, TransFast, MoneyGram, Uremit, Instant Cash, Cash Express and Worldwide Cash Express.
- Receiving and processing remittances requests from customers or clients. Verifying the accuracy of transaction including the KYC details, beneficiary information, account numbers, and amount to be transferred.
- Upsell, create and process various products like Wage Protection Salary (WPS) File opening registrations, Salary Disbursals, Claims, Insurance remittances like Pension and Domestic insurance and VAT payments. Issuing and processing C3 cards direct to the C3 portal and DirhamPay cards.
- Act as the primary liaison officer inside the branch coordinating to AML Compliance Officers for customer screenings.
- Collecting and providing data such as CDD and EDD forms, Third Party Transaction, Declaration forms and Transaction Vouchers for auditing purposes.

ASSISTANT HR COORDINATOR

AUGUST 2022 – SEPTEMBER 2022

PART TIME JOB

TREASURES OASIS MANAGEMENT LLC

- Assisting the Head of HR in keeping the employees' records, documentation, ensuring that employee files, including personal information, employment contracts, and performance evaluations are complete and compliant with company policies and legal regulations.
- Handling general administrative tasks, including managing HR documentation, preparing reports, and maintaining HR files and records.

CASHIER / JUNIOR STOREKEEPER

JUNE 2018 – JUNE 2022

WESTZONE GROUP

- Handling cash, counting petty cash, attending customers and scanning items,
- Assisting in receiving, inspecting and organizing incoming goods or materials. Coordinating with the merchandisers.
- Updating inventory records and ensuring accurate stocks level.
- Maintaining proper documentation and records related to inventory, including receipts, invoices, and delivery notes.

CASHIER / RECEPTIONIST

May 2016 – May 2018

BAGUETTE DE FRANCE CAFÉ & RESTAURANT

- Greet customers warmly, assist with reservations, and provide information about the restaurant's offerings and services.
- Responsible for processing customers' payments which includes accepting cash, credit/debit card payments, and mobile payments.
- Balance the cash register and prepare daily sales reports to be handed over to the restaurant management or accounting department.