

## **Reinalyn A. Biticon**

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To apply in a position that would enhance my abilities and help me acquire social training in developing myself to be efficient and effective with the demands of time.

### **WORK EXPERIENCE:.**

#### **Wall Street Exchange Cashier, Remittance staff**

Check all the Materials needed

Accept the costumer with a good manner

Check the Costumer details or KYC

Must have Valid Emirates ID, Valid Visa

and correct details for registration.

Transact or process for sending/Transfer money of the Costumer with correct details.

Handling Cash and Prepare FC/LC delivery

Handle the Costumer inquiries and concerns.

Follow the Rules of Central Bank According to AML policy and guidelines

Maintain harmonious relationship to Costumer.

#### **Al Bader Exchange Cashier, Teller, Remittance clerk, WPS**

Check all the Materials needed

Check the Costumer details or KYC. Must have Valid Emirates ID , Valid Visa . and correct details for registration

Transact or process for sending/transfer money of the costumer with correct details

Handling Cash and Prepare FC Delivery

Follow the Rules of Central Bank According to Aml Policy and Guidelines

Maintain harmonious relation to Costumer

#### **Worrody Butique. Cashier/ Sales.**

**July 2021-Sept.2022**

Check all the materials needed, Barcoding Display of the item with correct pricing

Check and Count the Cash fund before accept the Costumer

Assist the Costumer and maintain harmonious relation with them

**High Gift Collection****P.O Box 40624, Hamdan Street, Abudhabi,UAE****March 11,2015- January 8,2021**

Check and Count the Cash Fund before accept the Costumer

Check all Materials needed.

Assist the costumer and maintain harmonious relation with them.

**Sales Associate./ Visual Inspector****Malugo Phils. Inc.****Lot 4 Blk. 3 Bldg. Binary St. LISP 1 Diezmo Cabuyao Laguna 4025 Phils.****November 13, 2012- February 08,2015**

- ☐ Prepare and Update of Company Profile
- ☐ Assist the Sales Supervisor all their needs
- ☐ Maintain good buss. Partnership to personnel that can decide or Approved the Labels costing and Supplies selection.
- ☐ Maintains harmonious relation among co-employees.
- ☐ Assists on follow-up of existing costumer pertaining to delivery, quality and cost to further improve stability of buss.

Accommodate and handle costumer Inquiry.

Ensures quality customer service at all times.

- ☐ Responsible for the site cleanliness.

**Production Operator: Counting and Inspection****Koryo Subic Inc.****Bldg. 8095 Boton wharp, Subic Bay Freeport Zone. Philippines****September 2011-March 2012**

- ☐ 100 percent Inspection process and Counting process
- ☐ Maintain cleanliness of working Area.

**Avon Franchise Dealer/Unit Manager:Networking Site****Olongapo City, Philippines****Production Operator/Machine Operator****Nidec Subic Inc.****Subic Techno Park ,Philippines****December 2009- September 2010****Canteen/Office Supplies in – charge****St. Mary's Academy, Guagua, Pampanga Philippines****June 2004– May 2007**

- ☐ Rendered service to the students by attending to that needs during recess and lunch break or in time whenever necessary.
- ☐ Systematized the canteen operations for better service.

- ☐ Maintained working condition consistent with the accepted standard of safety, hygiene and sanitation for its clientele

#### **PERSONAL INFORMATION**

Birthplace :Majayjay,Laguna Phil.  
Birth Date : July 2,1984  
Age : 40yrs. old  
Gender : Female  
Civil Status : Married  
Passport no. : P5390748B

**Bachelor of Science in Commerce**  
**Major in (Banking in Finance)**  
St. Michael College  
Guagua Pampanga, Philippines  
2003 – 2009

- ☐ Proficient with the use of MS Office (Word, Excel, PowerPoint) and the Internet
- ☐ Excellent Customer Service