

## RUDYRICH TOLENTINO



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SHARJAH UAE

### CAREER OBJECTIVE

To be part of your reputable, dynamic and fast-growing company where I can impart my skills and knowledge and to gain more for further and improvement.

### WORK EXPERIENCE

*Organization:* J B M M International Trading Company

*Duration:* May 2025 - Present

*Designation:* Telecommunication Assistant

### RESPONSIBILITIES AND NATURE OF DUTIES

- Process orders from Sales and submitted for Approval
- Assisting Accounts as per requirement
- Document Controller
- Communicate with sales for monthly quota
- Filing and uploading documents
- Packing orders if needed
- Daily emails support or any inquiries

*Organization:* International Group Trading Co LLC Sharjah

*Duration:* April 2023 up to April 2025

*Designation:* Cashier cum Document Controller

### RESPONSIBILITIES AND NATURE OF DUTIES

- Cashier
- Document controller
- Using SAP System to pass the entry such as Incoming Payment/Credit Memo
- Handling Petty Cash for Office
- Handling Invoice Tracker, Receipt Voucher, Payment Voucher, Accounts Payables, GRV
- Preparing Cheque's to Vendor and Customer
- Sending SOA to customer upon request
- Communicating to Sales Team for Cash and Cheque Collection
- Filing Documents hard copy such as Receipt Voucher, Payment Voucher, Accounts Payables, Invoices & Incoming Payments.

*Organization:* Redha AL-Ansari Exchange

*Duration:* January 2022 up to February 2023

*Designation:* Transfer Officer

### RESPONSIBILITIES AND NATURE OF DUTIES

- Greeting and entertaining the customers with smile
- Maintain high standard of service and hospitality
- Handling multi-currency transaction and processing outward telegraphic/electronic transfer wire transfers and various on-line/internet based transfers. Pay-out domestic and international incoming remittances.
- Promote customer services and products, via customer education and cross-sell referrals (Western Union Money Transfer, EWPS, Electricity bill, EZETOP Mobile Transfer and DU Bill Payment, etc.)
- Follow fraud prevention and security procedures and strictly abide by the UAE Central Bank regulations against money laundering and terrorism financing.

*Organization:* BMB (Baklawa Made Better)

*Duration:* December 2019 - April 2021

*Designation:* Promoter/ Sales Merchandiser

### RESPONSIBILITIES AND NATURE OF DUTIES

- Welcome customers by greeting them and giving assistance
- Promoting Arabic sweets to customers
- Advice customer by providing them information about the products
- Ensures all customers receive highest quality product and customer service
- Order items thru system
- Daily and weekly inventory
- Prepacking assembling and labelling products

*Organization:* ORGANIC FOODS AND CAFÉ

*Duration:* November 2014 – April 2019

*Designation:* Sales Associate/Bakery Staff In-charge/Storekeeper

### **RESPONSIBILITIES AND NATURE OF DUTIES**

- Welcomes customers by greeting them, offering them assistance.
- Contributes to team effort by accomplishing related results as needed.
- Pre-packing, assembling and labelling new products and ordering items.
- Answering customers' questions face to face or by phone.
- Selling and making sampling organic products, good quality and giving information about the product
- Ensure all customers receive the highest quality product and customer service.
- Advises customers by providing information on products.
- Handling Customers Objectives and Complaints
- Handling customer transactions of purchases in the cash counter through the Point-of-Sale Machine

### **COMPUTER SKILLS**

- *Well versed with MS-office, Excel & Comfortable with Internet*

### **EDUCATIONAL ATTAINMENT**

#### **DIPLOMA:**

Filipino Academy-AIAL

MEDICAL Coding Management Professional Diploma

Al Rigga Dubai UAE

#### **SECONDARY:**

Vicente Madrigal National high School

Binangonan Rizal, Philippines

2008-2009

### **PERSONAL DETAILS**

*Date of Birth:* November 19,1990

*Marital Status:* Married

*Permanent Residence:* Binangonan Rizal Philippines

*Passport No.:* P8502952A

*Visa Status:* Employment Visa

*Language:* English and Tagalog

***Rudyrich V. Tolentino***

APPLICANT