



APRIL ROSE DIMAANO

TREASURY SUPERVISOR

📍 Bur Dubai, Dubai, UAE

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PROFILE INFO

Skilled Treasury Professional with **over 6 years** of management experience and a proven track record in strengthening Treasury systems, standards, and concepts. I am dedicated to leading teams that prioritize innovation, collaboration, and strategic thinking to achieve organizational objectives. By aligning my leadership capabilities with the company's vision, I aim to contribute significantly to its long-term growth and success.

EXPERIENCE

SANFORD MARKETING CORPORATION

July 13, 2018 - April 22, 2025
Philippines

Treasury Supervisor

Supported Treasury Operations: Assisted the Treasury Department in key financial functions including cash management, fund allocation, and reconciliation to ensure operational efficiency and compliance with internal policies. Contributed to audit readiness by preparing financial reports and supporting documentation.

Bank Coordination: Liaised with bank tellers to facilitate store deposit transactions, ensuring timely processing and resolution of any transaction-related concerns. Deposited daily store sales and bill payments through corporate cash deposit machines.

Cash Handling & Reconciliation: Participated in daily cash counting to verify physical cash balances, identify discrepancies, and ensure alignment with financial records. Collaborated with relevant departments to resolve cash count variances.

Transaction Verification: Monitored and verified daily cash transactions, issued acknowledgment receipts for client payments, and reviewed transaction logs for errors, ensuring financial integrity and compliance.

Cash Flow & Record Management: Managed the opening and closing of daily cash balances while maintaining organized records for audit purposes. Tracked cash flow to support accurate financial reporting.

Check Processing: Prepared and processed checks by verifying fund availability, including separation payments for outgoing staff and tenant payments, with proper documentation for transparency and audit compliance.

EDUCATION

2012-2016 | Batangas State University
Philippines

**Bachelor of Science in Business
Administration Major in Marketing**

2008-2012 | Batangas National High
School

2002-2008 | Alangilan Central Elementary
School

SKILLS

- SAP & Avant Gard system Proficiency
- Cash Flow Forecasting
- Financial Reporting
- Adaptability
- Attention to Detail
- Analytical Skills
- Leadership
- Effective Communication
- Critical Thinking
- Collaboration and Teamwork
- Conflict Resolution
- Regulatory Compliance

LANGUAGES

- English (Professional)
- Filipino (Native)

REFERENCES

Sanford Marketing Corporation
Anne Sherlene T. Conjares
Treasury Manager
+639638854148

Remittance Oversight: Handled domestic and international remittance transactions (Western Union, BDO Remit, Xoom, etc.), ensuring regulatory compliance and providing excellent customer support.

Foreign Exchange Transactions: Executed money changer operations with accuracy, maintained detailed records of currency exchanges, and adhered to corporate policies and exchange rate guidelines.

Final Cash Turnover: Conducted end-of-day cash turnovers from cashiers, ensuring proper documentation, reconciliation, and accountability of financial records.

Maintained Financial Accuracy & Compliance: Ensured precision in all financial dealings by reconciling accounts, identifying discrepancies, and implementing corrective actions promptly.

■ **MOTORTRADE TOPLINE INC. (HONDA)**

June 02, 2016 - January 22, 2018

Philippines

Parts Custodian

Inventory & Operations Management

- Monitored and managed stock levels to ensure efficient inventory flow, timely replenishment, and prevention of shortages.
- Processed incoming receipts and invoices, verifying accuracy and maintaining compliance with financial protocols.

Customer Service & Warranty Support:

- Resolved customer complaints related to warranty services by diagnosing issues, proposing effective solutions, and ensuring a satisfactory customer experience throughout the process.

Sales & Product Support

- Sold spare parts and equipment by assessing customer needs, recommending suitable products, and providing detailed information on specifications, compatibility, maintenance, and installation.
- Delivered exceptional after-sales support to enhance customer satisfaction and retention.

Communication & Coordination

- Responded to customer inquiries via phone, offering prompt and helpful assistance.
- Coordinated with suppliers to manage deliveries, ensuring smooth and timely flow of parts and materials.