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OBJECTIVE : To pursue a challenging career with growth oriented company of professional reputation, where contribution to organizational objective will provide opportunities for advancement and simultaneously assist in achieving higher values. An organization that encourages both personal and professional growth.

ATTITUDES: To take up challenges in technical and management assignments, willingness to learn new technologies, skills and work with focus on the ultimate solution for the client and provide excellent customer service under any given circumstances.

WORK EXPERIENCE AND JOB PROFILE

COMPANY NAME Al Rostamani International Exchange
DURATION Dec. 2007- to present
DESIGNATION Remittance Executive/Coordinator

JOB PROFILE

- Processing Branches payment orders and bank funding in SWIFT Alliance MT 103 and MT 202, MT 300, and sending queries and communications to banks in MT 199, MT 195 , MT 110.
- Transferring remittances to beneficiary account in accurate, timely and effective manner via SWIFT Alliance, WEBBASE and PROPRIETARY SYSTEM of worldwide correspondent banks.
- Attending Branches complaints until issues resolve related to Amendments, Cancellation, Non-Receipt of remittance and providing feedback to the Branches and Accounts Department.
- Create manual SWIFT MT 103, 300, 195, 199, 192 as needed.
- Ensure all payment orders are completed within the time limit.
- Updating incoming mails/ messages receive from MS OUTLOOK and SWIFT Alliance system.
- Preparation of daily draft issuance and sending to correspondent banks for confirmation.
- Status report of remittances processed and sending to Branches/Accounts Department for updation.
- Respond to Branches inquiries and issues by providing information or directing requests to others who can supply the necessary information or services.
- Ensure that Branches issues and complaints are handled professionally, effectively and maintained at a minimum level and resolved up to the highest level of customer satisfaction.
- Processed /Verified /Monitor Branches cards, federal tax payments to CBUAE FTS Pro and WSI system.
- Processed Branches INDIA PANCARD applications received.
- Perform other duties that may be assigned by the line manager from time to time.

Achievements:

- Achieved Grade B Rating in the year ending appraisal in productivity, quality, commitment, teamwork, planning and execution.
- Effectively and independently managed payment orders to various worldwide correspondent banks.
- Recommended to train and supervise newly hired to process related queries and documentation.

Loans Assistant

Banco De Oro Universal Bank - Operation Group-Transaction Processing Division

Gorordo Ave., Cebu, Philippines

Aug. 1999- Nov. 2007

Duties & responsibilities

- To ensure the processing of corporate clients bank loans in an accurate and timely manner.
- Verification of availability of corporate bank credit lines against outstanding balance prior to processing.
- Analyze conditions, terms, availability of credit lines approval, balances and other requirements prior to approval for credit accommodation of bank clients.
- Ensures that all required transaction media and loan documents are on hand prior to loan implementation.
- Servicing account officers loan related requests, prepares statement of account amortization schedule, loan payment history, certification of loan balances.
- Assists the unit officers in the reconciliation and disposition of float items.
- Perform other duties that may be assigned by the manager from time to time.

Cashier /Customer Service Assistant / Export and Import Clerk

PCI Bank - Mactan Export Processing Zone I Branch

Lapu-Lapu City, Cebu Philippines

Aug. 1997- Aug. 1999

Duties & responsibilities

- Acceptance of cash, check deposits, withdrawals, miscellaneous receipts and payments over the counter.

- Verifies signatures and approve deposits, withdrawals, miscellaneous receipts and payments.
- Processing of export and import documents coursed thru regional bank office.
- Ensures that all transactions are accounted for during the day.
- Cross sells banks/affiliates/products and services.
- Achieve standard turn- around time set for each function.

Data Controller

PCIBank (Express Padala Remittance Center)

Cor. Padre Faura St. Ermita Metro Manila Philippines

Nov. 1993- Aug. 1997

Duties & responsibilities

- Processing, encoding, editing and submission of foreign inward remittances from various international correspondent banks for credit to beneficiaries account
- Analyzing transaction items that was not processed from previous day checks or telexes.
- Alphabetical list downloading processed and sending back to various international desk offices.
- Printing of beneficiaries mailing address for dispatch to communications department.
- Perform other function as needed by the department.

Foreign Remittance Clerk

PCI Bank (Express Padala Remittance Center)

Cor. Padre Faura St. Ermita Metro Manila Philippines

Dec. 1991- Nov. 1993

Duties & responsibilities

- Receiving incoming telexes and international pouch for processing according to desk offices.
- Encashment of various correspondent bank checks and payment order payable according to their proof of validity.
- Reversal/ Correction of erroneous transactions according to validity of instructions.
- Coordinate task and responsibilities to various departments.
- Receiving of international pouch / incoming telexes and sum up items for processing to data control according to correspondent office.
- Coordinated task and responsibilities to various departments.

Accountant

Basic Knowledge International Foundation Inc.

New Manila Quezon City, Philippines

July 1990- Nov. 1991

Duties & responsibilities

- Prepare financial statement and monthly cash flow statement.
- Handles petty cash fund, accounts payables and receivables.
- Posting of journal entries to subsidiary ledger of accounts.
- Payroll preparation of salaries and compensations of the employees as well as payments to the government entities e.g. Bureau of Internal Revenue and Social Security Systems.
- Assist in marketing functions and support work for class schedule.
- Issuance of quotations, letters, and purchase orders.

EDUCATION:

College : **University of San Jose- Recoletos** , Cebu City, Philippines
Bachelor of Science in Commerce - Accounting
 1985 to 1989

Post Graduate : **University of Cebu** , Cebu City, Philippines
Master in Business Administration
 2001 to 2002

Skills Office Productivity Computer Course
 Microsoft Windows, MSWord, MS Excel , PowerPoint, Internet, MS Outlook

SEMINARS & TRAININGS ATTENDED:

Anti Money Laundering	Customer Service: Call Control Strategies
Risk and Fraud Awareness	Developing Resourcefulness
Administrative Professional Foundations	Building Resilience

PERSONAL BACKGROUND:

Born on the 4th of November 1968, Filipino. Flexible and can adapt easily to new situations. Pressure proven to withstand and meet intended goals and schedules. Team oriented in achieving group focused success. Can work with minimal or no supervisory requirements. People oriented. enthusiastic, self –starter and open to new ideas. Focused and with sound judgment.