

# **Veverlyn Del Pilar Apolonio**

Al Qouz, Al Khail Gate Phase2  
971 521773986  
bhev0529@gmail.com



## **Objective:**

Seeking for a challenging and interesting role in a company where my experience and knowledge can be utilized and enhanced.

## **Education:**

Bachelor of Industrial Technology  
Major in Food and Service Management  
Sta.Elena Marikina City 2008-2012

## **WORKING EXPERIENCE INTERNATIONAL:**

### **DUBAI (2017- CURRENT)**

#### **AL Razouki Exchange International LLC**

Foreign Exchange Teller  
Sept 2021– February 2023

#### **Job Description**

- Check your opening cash before the start of duty
- Maintain your cash tally at all time
- Process cash transactions from clients in national and foreign currencies
- Process cash transactions for Remittance, Deposits, WPS (Wages Protection System) and Receiving transactions.
- Resolving complaint or account discrepancies and answering questions.
- Updating all files such as office files, company memo, staff files
- Identify customer needs, provide information on new products and promotions

#### **Emirates Leisure Retail**

Aprés Bar and Restaurant 2017-2019  
Premier Inn Mr.Toads Pub and Kitchen 2019-2020  
Cashier/ Trainee Team Leader, Dubai, UAE

#### **Jobs Description**

- Update the staff files weekly
- Receive payments and present change to customers
- Giving a training to staff weekly
- Appeal to impatient or irritated customers, especially during rush hours
- Manage the register including all credit card and cash operations, ensure a balance of the register at the end of the shift or working period

## **QATAR (2015-2017)**

### **Biella Caffè Pizzeria Ristorante**

Cashier , Doha, Qatar

September 2015-January 2017

#### **Jobs Description**

- Take customer orders at the counter
- Receive payments and present change to customers
- Make reservation for customer
- Appeal to impatient or irritated customers, especially during rush hours Manage the register, including all credit card and cash operations Ensure a balance of the register at the end of the shift or working period

## **HOME COUNTRY | PHILIPPINES: (2012-2015)**

### **Country Builders Bank Inc.**

Bank Teller

Ampid/ Montalban Branch

May 2013-July 2015

#### **Job Description**

- Provides account services to customers by receiving a deposits and loan payments Cashing checks, issuing savings withdrawals
- Answering questions in person or on telephone; referring to other bank services.

### **Fundline Finance Corporation**

Accounting and Monitoring Section Makati City

April 2012- February 2013

#### **Job Description**

- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.

## **PERSONAL INFORMATION**

Birthday: May 29, 1990

Age : 32yrs old

Civil Status : Married

Citizenship : Filipino

Language or Dialect : English and Filipino