



## PERSONAL DETAILS

### Nationality

Filipino

### Gender

Female

### Marital Status

Married

### Address

Abu Dhabi City, U.A.E.

## EDUCATION

Bachelor of Science in  
Industrial Education  
Batangas State University  
Philippines, (2009 - 2014)

## SKILLS

- ✓ Customer service
- ✓ Communication & Patient Support
- ✓ Leadership & Management
- ✓ Project Management and Planning
- ✓ Delegation and Time Management
- ✓ Computer Literate

## LANGUAGES

Filipino	<div></div>
English	<div></div>
Hindi	<div></div>
Arabic	<div></div>

# RIZALYN DE CHAVEZ REYES

To be associated with an organization where my abilities and potentials can be developed and utilized for mutual benefit along with outstanding prospect for advancement.

## CONTACT

- +971 56 581 2869
- rhiza.dechavez@yahoo.com

## WORK EXPERIENCES

### Assistant Branch Supervisor

Lulu Exchange Inc. 2021 - Present

- ✓ Supervising staff
- ✓ Resolving customer complaint
- ✓ Making schedule of the staff
- ✓ Assisting Branch In Charge for other duties
- ✓ Giving good customer services
- ✓ Making reports and data every end of the month

### Customer Service Representative/Cashier

Lulu Exchange Inc. 2017 - 2021

- ✓ Responsible in processing FC and make FC margin.
- ✓ Be pleasant to greet and entertain customers.
- ✓ friendly to the customer to ask personal things and cross sell other products and services.
- ✓ Making remittance to other country Phil, India, Pakistan, Bangladesh, Nepal etc..
- ✓ Responsible in making the day end reports and submitting it to respective heads.

### Customer Service Representative/Counter Staff/Cashier

Al Falah Exchange Company Inc. 2016 - 2017

- ✓ Responsible in attending over the counter transaction such as sending money online thru western union, transfast, himal remit, leader, xpressmoney, instant cash.
- ✓ Receiving the payments from the clients and balancing transactions.
- ✓ Changing foreign currencies.

### Bank Teller/Front Liner at Banko Kabayan Inc.

Operation Department 2009 - 2016

- ✓ Responsible over the counter transaction of banks clients particularly in the receipt and disbursement of cash.
- ✓ Receives cash and cheque deposit daily, received cash should be genuine and had verified its acceptability.
- ✓ Received loan payment and validate covering official receipt accordingly.