

CURRICULUM VITAE



DIANA ESPUERTA TUMAMPO

Mob No: +97150-805-5871

Email: yanehlegarda06@gmail.com

Al Karama Dubai, U.A.E

PROFESSIONAL SUMMARY:-

- Dedicated and energetic and friendly cashier/ bank teller/ receptionist with experience providing administrative support and customer service to clients and internal staff. Provides excellent customer service and builds relationships. Cash handling, daily and monthly reports, schedules client appointments, answers phone lines, and helps clients with questions and issues.

EDUCATION DETAILS:-

- **College Graduate**
Bachelor of Science Major in Banking and Finance year 2003-2007
Imus Institute of Imus Cavite Philippines

WORKING DETAILS:-

- Worked as a **Receptionist** in Super Trim Gents Salon Dubai U.A.E from 2018-2022(4 years)
- Worked as a **Receptionist/Cashier** in Reesh Beauty and Health Ladies Salon and Spa Sharjah
U.A.E from 2013-2017 (4 years)
- Worked as a **Bank Teller** in First Macro Bank Inc Rural Bank (Dasmaringas Branch)
Philippines
2007-2012

SKILLS :-

- ✚ Focus
- ✚ Adapt well to any environment
- ✚ Communication skills
- ✚ Obedient
- ✚ Know how to follow the rules
- ✚ Trustworthy
- ✚ Honest
- ✚ Flexible

DECLARATION:-

I hereby declare that the above mentioned statement are Correct & true to the best of my knowledge and belief.

Diana Espuerta Tumampo

Applicant

