



RIZAM KITT B. DAMIAN

Al Ruwais Western Region Abu Dhabi UAE

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Objectives : Seek a fulfilling position that will allow me to full contribute my knowledge and skills to help the company achieved it goals, at the same time to have an opportunity to grow as a professional person.

Special Skills: I possess good communication and have a characteristic of fast learner, flexible , committed and dedicated.

Duties and Responsibilities :

Received payment by Cash and Cheque

Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Perform administrative tasks such as filing,reports and maintaining mail correspondence.

Provides good customer and assisted clients in professional manner.

Process money transfer transaction (Ria,Transfast,Instant Cash,Global Remit, MoneyGram,Western Union and etc.)

Bills Payment such as Ventaja, Credit card payment, Utilities and etc.

Records daily branch transactions and reports.

Process Wage Protection System (WPS) transaction.

Selling and Buying Foreign Currencies.

Promotes Product and Services

Cross Selling of Gold Card



WORK EXPERIENCES

Company Name : Lulu International Exchange

Address : Al Ruwais Western Region Abu Dhabi

Position : Frontline Associate / Cashier

From : November 04, 2020 - Up to Present

Company Name : Progoti Exchange

Address : Opposite Hamed Center Near Janata Bank Electra St. Abu Dhabi UAE

Position : Cashier/Teller

From : March 18, 2019 – October 22, 2020

EDUCATIONAL BACKGROUND

TERTIARY : ICCT College

Course: BS Tourism

References

Available on Request

RIZAM KITT B. DAMIAN





Edit with WPS Office