



**RIZAM KITT B. DAMIAN**

**Al Ruwais Western Region Abu Dhabi UAE**

**Email: damianrizamkitt0221@gmail.com & damianrizamkitt@yahoo.com**

**Mobile # : 971 507760798**

**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 :**

- **Meet and Greet customers at Counter and Lobby area, and thank them for their business.**
- **Perform product & services promotional & sales activities in the branch.**
- **To address customer complaints, branch detail inquiries, transaction inquiries, rate inquiries and conversion.**
- **To give information to customer about different modes of transaction, rates for different transaction and prices.**
- **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.
- Cross- Selling of Product and Services being offered.

## **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**

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