



### PERSONAL DETAILS

Date of birth: November 05 1990  
Citizenship: Filipino  
Civil Status: Single

### EDUCATION

Bachelor in Computer Science  
(Asian Institute of Computer  
Studies – Caloocan Campus)

### SKILLS AND ABILITIES

- ✓ Good oral and written communication skills both in English and Tagalog
- ✓ Proficient in MS Word, MS Excel, MS Power Point
- ✓ Excellent organizational, supervisory, and time management skills
- ✓ Outstanding interpersonal skills and customer service
- ✓ Ability to solve problems efficiently
- ✓ Strong attention to details
- ✓ Creative and resourceful
- ✓ Reliable, committed, and hardworking
- ✓ Strong in analytical and presentation skills
- ✓ Assertive, flexible, and competent

REFERENCE AVAILABLE  
UPON REQUEST

## JERRILYN PERJES AJLES

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Email: jpajes1990@gmail.com  
Al Raffa St. Burdubai Dubai UAE

### CAREER OBJECTIVE

To secure any position that suits my skills and qualifications as a banker, customer service representative and sales executive. My strong interpersonal skills and analytical and creative capabilities will greatly contribute to the success of the company.

### CAREER EXPERIENCE



**Service Officer/ Teller / Branch Due Diligence Officer – AL FARDAN EXCHANGE LLC**  
August 01 2019 - Present  
Dubai UAE

### CAREER EXPERIENCE



**Service Officer / Teller / Remittance Staff – AL GHURAIR INTERNATIONAL EXCHANGE LLC**  
September 2016 – July 2019  
Dubai UAE

### CAREER EXPERIENCE



**Cashier / Remittance Staff – ORIENT EXCHANGE LLC**  
August 2014 – August 2016  
Dubai UAE

### CAREER EXPERIENCE



**Bank Teller / Marketing Assistant – Banco De Oro Unibank**  
July 2011 – July 2014  
Manila Philippines

### DUTIES AND RESPONSIBILITIES

- Serves client by greeting, welcoming and directing them appropriately.
- Leading the branch in the absence of Branch Manager.
- Processing of telegraphic transfer to different countries. (Individual & Corporate)
- Perform KYC to new and existing customer ( Individual & Corporate )
- Reviewing inactive lists of customers and call out to update them with new products and services.
- Ensuring the proper filing of transaction documents.
- Responsible for carrying out FCY transaction on a day to day basis in accordance with the Central Bank and Anti-Money Laundering Policy of UAE.
- Responsible for answering the compliance queries and coordinating proper reporting channels for compliance issue.
- Verifying and reporting AMLA covered transactions.
- Marketing and Cross selling the company's products and services.
- Preparing Branch Monthly Expenses for the branch.
- Verifying signature and authenticity of ID's
- Accepting cash deposit and withdrawals.
- Opening of new accounts for individual and corporate customer.
- Comply with all operational, security, and policies of the company.