

STEPHEN SALETRERO LEGASPO



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About Me

Date of Birth: April 16,1985

City and Country of Birth:
Sagbayan, Bohol
Philippines

Height: 5'7

Passport No: P3002265B

DOI – 09-09-2019

DOE – 08-09-2029

Marital status: Married

Nationality: Filipino

Language: Tagalog,
English, Visayan, Basic Hindi,
Basic Arabic

Competency Summary

Experiences:

- ▶ Money exchange/Transfer operator
- ▶ Teller cum Cashier (Financial Services)
- ▶ Sales Executive & Store In-charge
- ▶ Catering Services

Skills:

A highly talented professional with knowledge in Information Technology with good customer relation and office jobs. Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. Able to work well on own initiative, and ability to work independently with little oversight to meet quality and schedule requirements. Even under significant pressure, possesses a strong ability to perform effectively. Strong communication and team building.

Career History

UAE EXCHANGE CENTRE LLC OPERATION SUPERVISOR

JULY 2013 TO PRESENT

Money Transfer/Currency Exchange/Payment Solutions

- ▶ Develop and maintain professional relationships with customers and ensure customer satisfaction.
- ▶ Assist sales team to generate business through cross selling and effective marketing.
- ▶ Analyze all customer requirements and resolve customer transactions issues with help from bank personnel.
- ▶ Ensure everyday office activities and manage branch compliance and branch accounts.
- ▶ Ensure availability of funds and currencies on daily basis for the branch operate smoothly.
- ▶ Managing staff professionally to achieve targets.
- ▶ Arrange, check and file vouchers on daily basis.
- ▶ Ensuring branch safety from opening and closing and reports in unusual happenings.

M. LHUILLIER PHILIPPINES

Dec. 2006 to Oct. 2010

ASSISTANT BRANCH MANAGER / TELLER / APPRAISER

Financial Services, Quick Cash Loans and Money Transfer/Exchange

- ▶ In-charge in making memo's, schedule of meetings and any company news and disseminates to all branches thru fax.
- ▶ Making reports on daily basis and monthly basis.
- ▶ In-charge of proper filling of all the company records and important documents for easy findings if needed.
- ▶ Coordinates to the head for any duty may assign.
- ▶ Count the money in cash drawers at the beginning of shifts and

Education

College:
Bachelors of Science in
Computer Engineering
(Bohol Island State University)

Secondary:
Bohol National High School

Elementary:
Sagbayan Central Elementary
School

Computer Skills

MS Office and Excel
Applications, Power Point
Software Applications, World
Wide Web, Windows 7, Branch
Application, Money transfers
Application, POS system.

TRAININGS & SEMINARS

- ▶ Jewelry-Watch Appraisal
Seminar July 13-17, 2007
- ▶ Work Attitude Workshop
October 9-10, 2007
- ▶ Customer Service Training
- ▶ Anti Money Laundering
Training
- ▶ Sales and Services Training

closing to ensure the amounts are correct and that there is adequate cash for branch operation.

- ▶ Answer customer's questions, and provide information on procedure or policies.
- ▶ Issue receipts, refunds or change due to customers and also issuing receipts for Redemption and Renewal transaction for the Quick Cash Loans.
- ▶ Receive / Release payment in cash for Money Transfer Send out and Payout international or local transaction.
- ▶ Resolve customer complaints
- ▶ Calculate total payments received during a time period, and reconcile this with total sales.
- ▶ Ensure every customer the exact cash they received.
- ▶ Compile and maintain non-monetary reports and records.
- ▶ Keep periodic balance sheets of amounts and numbers of transaction.
- ▶ Sell other products like Insurance card, Dried Products, and Booking Services.
- ▶ Entry all sales product to POS system.
- ▶ Entry all transactions to BOS system (Branch Operating System)
- ▶ Balance all transactions at the end of the day.
- ▶ Appraise client's jewelries for pawning.
- ▶ Makes month-end reports as a summary of all transaction for the month

Legaspo Flowers and Gifts/Catering Services

Sagbayan Bohol Philippines

Storekeeper/Arranger

Helps Family Owned Business

- ▶ In-charge in arranging/designing flowers for display
- ▶ Arrange flowers for church and wedding decorations
- ▶ During Catering services, serves as waiter and driver
- ▶ Store in-charge for all task may assign
- ▶ In-charge in housekeeping to maintain cleanliness

Reference:

SUKHIL RAMANANDA KUMAR
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