

MARIBEL SORIANO DULO

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OBJECTIVE:

To offer my whole service and skills for any position that commensurate to my qualifications. I look forward to work in a company that will give me the opportunities and which can give the trust and invest in my potentials.

WORKING EXPERIENCE:

Company	Position	Inclusive Dates
Emirates India International Exchange (Dubai, UAE)	Head Cashier / CSO	Feb 14, 2009 – Mar 28,2024
Trade Center (Dubai, UAE) George V Hospitality	Sales Executive / Cashier	Jan 26, 2006 – Jun 01, 2008
City Oil Philippines Oil and Gas Company	Accounts Receivables	Apr 25, 2000 – Oct 26, 2005

Job Description: Emirates India International Exchange

- Process Inward and Outward remittances both Individual and Corporate customers.
- Buying and Selling of Foreign currencies adhering AML regulation laid by the Central Bank of UAE.
- WPS Processing and salary disbursement. Send and receive inward/outward payments and cheques
- Provides good customer service to all customer by providing what service they need to satisfy them.
- Handling complaints, clarification and amending transactions requested by customers.
- Cross selling of company’s products and services
- Verification of documents in compliance with AML POLICY
- Proper filling of documents.
- Bringing new customer and maintain excellent relationship with existing clients.

Job Description: Trade Center Dubai UAE

- Introducing its products and services to customers
- Deals with people who are eligible to avail the product and services offered.
- Selling of Company's product
- Selling with honesty and integrity by profiling the customers to the right product that can surely benefit them.
- Ensure good communication to clients who availed the product and help them to use it to its best.
- Maintain excellent relationship with customers.
- Manage cash flow and prepare daily reports .

Job Description: City Oil Philippines

- Actively collected daily deposits and securely deposited them in the bank.
- Responsible in analyzing amount of fund a branch should have in a daily basis.
- Responsible in withdrawing/Cash out of the entire Area Fund in the Bank.
- Manage Cash Flow of the Company
- Ensure that all Cash in and Cash out Transactions are balance at the end of the day.
- Serve as the front liner of the branch and entertain clients with excellent customer service.
- Answering inquiries of customers
- Prepare reports such as daily, weekly and monthly reports.
- Prepares monthly reimbursement and cash advance liquidation.
- Responsible on branch fund, both cash on drawer and cash on vault.

EDUCATIONAL BACKGROUND:

Name and Place of School	Degree	Inclusive Dates
IETI COLLEGE ALABANG CAMPUS	CSBM Computer System Business Management	1996-2000
Sto. Tomas National High School ISABELA PHILIPPINES	Secondary	1992-1996
Sto Tomas Elementary School ISABELA PHILIPPINES	Primary	1986-1992

SKILLS:

Cashiering/Money Handling
Foreign Currency Trading
Customer Service Oriented
Excellent Communication Skills (Verbal and Written)
Selling Skills
Computer Literate (Microsoft Word, Excel, PowerPoint)

Training:

Anti-Money Laundering

Emirates India International Exchange
Room 1110, Green Tower
Deira, Dubai UAE

FERG (AML training)

Mankhool, Dubai UAE

Direct Sales Training

Oud Metha Building

PERSONAL DATA:

Date of Birth : September 17, 1979
Religion : Christian
Languages Spoken/Written : English, Tagalog, Ilocano, Ibanag, Bisaya

CHARACTER REFERENCES: Upon Request

I hereby certify that the above information's are true and correct in the best of my Knowledge and beliefs.

Applicant's Signature