



JUDY ANN V. BOLO

Dubai, UAE

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Languages : English

CAREER PROFILE

An energetic self motivated with strong communication skills. High emotional intelligence, excellent organizational, analytical, extremely in-depth knowledge of customer service. Proven ability to handle a diverse customer base, resolve problems and process transactions quickly and accurately ensuring increased productivity and efficiency

EDUCATION

- Bachelor of Science in Accounting Technology, Cagayan State University, Philippines.

PERSONAL DETAILS

- **Gender** : Female
- **Birth Date** : 12-19-1996
- **Marital Status** : Single
- **Nationality** : Philippines
- **Passport No** : P4363999B
- **Visa Status** : Residence Visa



Professional Experience

- ➔ **Cashier / Sales Staff – Lulu Hypermarket L.L.C , Dubai**
(July 2022 – Aug 2024)

Duties and Responsibilities:

- Manage transactions with customer using cash register.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Maintaining clean and tidy checkout areas.
- Guiding the customer and providing them relevant information.

- ➔ **Remittance Cashier / Foreign Exchange Cashier – SM Foreign Exchange Services / Western Union**

(Nov 2018 – March 2020)

Duties and Responsibilities:

- Process remittances via various channels (e.g., wire transfers, online transactions)
- Verify transaction details and ensure accuracy
- Handle customer inquiries and resolve issues promptly.
- Maintain accurate records and reports
- Collaborate with colleagues to achieve team goals

- ➔ **Treasury Assistant – Super Shopping Market Inc. Philippines**

(Nov 2018 – March 2020)

- Assisting with the physical counting of cash.
- Preparing and communicating daily banking activity reports.
- Investigating and Resolving discrepancies with cash transactions. Documenting all cash transactions for each day.
- Maintaining financial records, cash logs, and spreadsheets.
- Responding to customer complaints and addressing transaction - related issues.

SKILLS

- Exceptional communication and networking skills and negotiating
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results Ability to quickly assess the costumers need
- IT literate and fully up to date with the latest technology and booking systems

DECLARATION

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.