



REYNALYN A. MACATONG

**TELLER | CASHIER | CUSTOMER SALES ASSISTANT
OFFICE ADMINISTRATOR CUM RECEPTIONIST**

EXPERIENCES

(July 2023 – Present)

**TELLER | CASHIER - Foreign Currency |ABS
GCC EXCHANGE – DUBAI, UAE**

- Opening /Closing Procedure
- Handling financial transaction
- Checking filling documents
- Handling corporate Transaction
- Assisting/solving customers complaints

(July 2018 – May 2023)

**TELLER | CASHIER - Foreign Currency
LULU EXCHANGE – DUBAI, UAE**

- Answer questions from customers about their accounts.
- Exchange foreign currency.
- Record all transaction electronically throughout the shift.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Arrange monies received in cash boxes and coin dispensers according to denomination.
- Resolve problems or discrepancies concerning customers' accounts.
- Explain, promote, or sell products or services such as Gold Cards, utility payments, and bill's payment using computerized information about customers to tailor recommendations.
- Inform customers about foreign currency regulations and compute transaction fees for currency exchanges.
- Quote unit exchange rates, following daily international rate sheets or computer displays

(MAY 2016 – JULY 2018)

**CUSTOMER SALES ASSISTANT
EPPCO/ENOC Emirates National Oil Company
Dubai, UAE**

- Greeting customers who enter the shop.
- Assisting shoppers to find the goods and products they are looking for.

February 27, 1994

1516 Alzain Tower

Al Nahda Sharjah

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ABOUT ME

Knowledge in the operation of Computer-based software: MS Word / Excel / PowerPoint And Internet browsing

High level of enthusiasm and Commitment in any work or Activity.

Excellent working relationship With team members, energetic and self-motivated

Effective problem solver; can Prioritize and manage heavy Workflow without direct Supervision.

Can do attitude; working Easily with multiple and concurrent projects and responsibilities- adapts easily to new ideas, concepts, methods and technologies.

Additional skills include customer service, general office support.

STRENGTH

- **Adaptability**
- **Pleasant Personality**
- **Active Listener**

EDUCATION

(S.Y. 2012- 2014)

**COMPUTER SCINCES AND
TECHNOLOGY**
**INFOTECH INSTITTUTE OF
ARTS AND SCIENCE (IAS)**
SUCAT, PHILIPPINES

REFERENCES

Available upon request.

- Being responsible for processing cash and card payments.
- Stocking shelves with merchandise.
- Responsible dealing with customer complaints.
- Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
- Keeping up to date with special promotions and putting up displays.

(March 2015 – March 2016)

HR AND ACCOUNTING ASSISTANT

**LEATHER PLUS CORPORATION LAS
PINAS, PHILIPPINES**

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations.
- Bank deposits
- Entering invoices
- Assisting HR for payrolls

(June 12, 2013 - Mar.12 2015)

ADMIN CREW (Contractual- COOP)

JOLLIBEE FOOD CORPORATIONS
JOLLIBEE BF HOMES BRANCH PHILIPPINES

- Administrative Crew Station
- Soda/JEDS Station
- Counter Station

(Oct 22, 2012 – Apr 22, 2013)

SERVICE CREW

M&H CORPORATION (HENLIN)
DONA IRENE STREET SUCAT PARANAQUE