

## REDEDTOR CONTAWE SAGUN

Mobile # : +971568351657  
Email Address : [redsagun0810@gmail.com](mailto:redsagun0810@gmail.com)  
Address : Villa 5 Al Falah St, Abu Dhabi, UAE



**Objective:** To be able to seek new opportunity through which I can contribute and perform my maximum potential, use my knowledge and experiences for the company's growth and benefit and my professional development as well.

### WORK EXPERIENCES

#### **AL ANSARI EXCHANGE LLC**

United Arab Emirates

Job Title : Teller /Customer Service /Unit Compliance Officer  
Department : Branch Operations  
Employment Date : January 2015 – July 2022  
7 Years & 7 months

#### Job Description

- Process remittance transactions and money transfers locally and internationally
- Exchange Foreign Currencies
- Process Bill Payments, Credit Card Payments, Account opening, Salary disbursement, Cash Advance, National Bonds, etc.
- Opens WPS Account for companies and verifying documents such as Trade License, Certificate of Incorporation, etc.
- Assist in reverting Audit findings of the branch
- Calling customers for Customer Retention Program
- Ensuring proper compliance with Anti Money Laundering requirements and procedures
- Delivering excellent and efficient customer service at all times
- Clerical- follow up of email communications, proper filing, id and signature verification, etc
- Attending to phone calls for client's inquiries and follow ups
- Up-selling and cross-selling of company's products and services like Travel Cards, Flexi Cards, National Bonds
- Ensure proper cash handling and till balances
- Ensure genuineness of paper bills and vigilance to fraudsters
- As Unit Compliance Officer- Ensure that all branch staff are following proper compliance with AML guidelines and procedures
- Review documents involving high risk countries, corporate transactions, and above threshold transactions
- Training staff with AML procedures and relays updates of UAE Central Bank with regards to trend and updates in AML
- Reverting audit findings of internal and external auditor with regards to branch non-conformities of AML procedures

**DEPARTMENT OF AGRICULTURE- PHILIPPINE CROP INSURANCE CORPORATION**

Regional Office 1, Urdaneta City Pangasinan, Philippines

Job Title : Administrative Assistant, Accounting and Finance Division

Employment Date : August 2014-October 2014

**Job Description**

- Process application for insurance
- Ensuring the genuineness and completeness of applicant's information to avoid future problem
- Cashiering- Ensuring the balances of amount paid and remitted
- Processing of checks for claims for indemnity: Inventory of fixed assets
- Clerical- Record, file and sort all daily transaction of the corporation (System-based)

**OTHER RELATED JOB EXPERIENCES****CHINA BANKING CORPORATION (CHINABANK)**

Bonifacio Branch, Baguio City, Philippines

Job Title : On Job Trainee

Training Date : November 2013-March 2014

Job Description :

- Banking-Clearing of Checks
- Sorting and Filing of Daily Bank Transactions Documents
- Update General Ledgers and Loan Transactions
- New Accounts, assist customers on how to open account with the bank
- Paper Processing (Payment for Taxes, Renewal of Business Permit, etc.)

**EDUCATIONAL BACKGROUND**

Bachelors/ College Degree: **Saint Louis University, Baguio City (2010-2014)**  
Bachelor of Science in Business Administration  
Major in **Financial Management**

**SKILLS**

- Negotiation Skill
- Effective Communication Skill and excellent social skill
- Computer Literate (MSWord, Excel, Powerpoint, Basic Photoshop)
- Can work under pressure
- Able to learn quickly and independently
- Hardworking, target oriented, enthusiastic, assertive

**PERSONAL INFORMATION**

Gender : Male  
Date of Birth : August 10, 1994  
Civil Status : Single  
Nationality : Filipino

*I certify the correctness of the abovementioned information. Certificates and references are available upon request.*