



Clythem O. Canafranca

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Career Objective

Goal-driven candidate seeking for an administrative position in a fast-paced office that leverages my excellent organizational, time-management, and communication skills to support team goals and ensure smooth, productive operations.

Professional Qualifications

Experienced Teller and Administrative Professional with combined experience in financial transactions, customer service, data entry, and office administration. Proven ability to handle high-volume cash operations, ensure compliance with regulations, and maintain customer satisfaction in fast-paced environments. Skilled in delivering friendly, efficient service, resolving customer inquiries, maintaining records, and supporting both front-office and back-office administrative tasks. Strong organizational, communication, and detail-oriented abilities.

Professional Experience

Dinar Exchange – Teller

Dubai, U.A.E. / Nov 23, 2018 – Present

- Process financial transactions efficiently and securely.
- Maintain cash drawers, count and verify cash, and identify fraudulent activities.
- Deliver excellent customer service by addressing inquiries and resolving issues.
- Ensure compliance with CBUAE regulations and company policies.

GCC Exchange – Cashier

Dubai, U.A.E. | Nov 2012 – Oct 2018

- Performed Philippine Telegraphic Transfer operations including processing and reporting.
- Handled Foreign Currency buying and selling, and processed both local and international remittances.
- Ensured security of all receivables, maintained safe storage, balanced cash transactions daily.
- Kept accurate records by logging all transactions with supporting documentation.
- Assisted walk-in customers: informed them about products/services and responded to their needs.

International Data Conversion Solutions Inc. – Receptionist

Mandaluyong City, Philippines | Apr 2010 – Nov 2012

- Received and screened telephone calls; managed and relayed messages.
- Sorted and endorsed incoming mails and packages addressed to headquarters.
- Assisted in planning and preparing meetings & conferences.
- Welcomed visitors, clients, consultants, applicants; responded to public inquiries and concerns.

Sedana Trading – Administrative Staff

Dubai, U.A.E. | Oct 2008 – May 2009

- Composed correspondence and responded to client inquiries and follow-ups.
- Typed sales quotations, supplier inquiries, purchase orders, invoices and proformas.
- Coordinated with overseas suppliers for competitive pricing and timely delivery.
- Monitored general email inbox and distributed incoming emails to relevant sales or departments; maintained organized filing system.
- Managed central fax system: received faxes, routed correspondence and supplier requests.
- Maintained supplier/client/contact database for communication and mailing purposes.

Philippine Public School Teachers Association — Clerk

Quezon City, Philippines | Jan 2008 – Oct 2008

- Processed and logged MRBS claims from claimants; issued policy documents; handled queries by phone.
- Segregated and organized incoming MRBS requests, updated computer systems.
- Managed retirement and enrollment claims; ensured accurate documentation forwarded to accounting.
- Notified claimants of missing/required documentation; performed other clerical tasks as assigned.

Academic Credentials

LA CONSOLACION COLLEGE

Mendiola, Manila - Philippines

Bachelor of Science in Business Administration

Major in Computer Information System

References:

Available upon request