



ARNEL TY LOSITO

CONTACT

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Address: Al Jaffiliya, Dubai, UAE

ACADEMIC HISTORY

Polytechnic University of the Philippines | 2015-2019

Bachelor of Banking and Finance

AWARDS AND CERTIFICATION

Microsoft Dynamics 365 Finance & Operations

CGI Philippines Inc.

WORK EXPERIENCE

Administrative Assistant | 2024-Present

Waitrose & Partners (Dubai, UAE)

- Managed purchase orders, invoices, and stock records in SAP ERP to ensure accurate inventory & procurement tracking.
- Processed financial transactions and reconciliations using SAP FI to support accounting and budgeting activities.
- Ensured compliance with company policies by verifying and validating SAP-generated reports.
- Generated and analyzed reports in SAP ERP to support decision-making for operations and management.
- Provided administrative support, including documentation, scheduling, and internal communications.
- Running sales or inventory reports.

Functional Consultant | 2022-2024

CGI Philippines Inc.

- Set up General Ledger, Chart of Accounts, dimensions, and journals.
- Configure Accounts Payable/Receivable and manage bank transactions.
- Configure inventory management, procurement policies, and vendor/customer setups.
- Set up employee records, payroll configurations, and HR workflows.
- Assisting with the deployment of Dynamics AX solutions, coordinating go-live activities, and ensuring smooth adoption of the system within the organization.
- Working with technical consultants and developers to integrate Dynamics AX with other systems and applications within the client's IT ecosystem.
- Use SQL queries to track database performance, identifying slow queries and optimizing execution times.
- Monitor ERP system performance metrics (CPU usage, memory, disk space) to prevent downtime.

Customer Service Representative | 2020-2022

Vantage Financial Corporation (Philippines)

- Handle deposits, withdrawals, loan payments, money transfers, and currency exchanges while ensuring accuracy
- Greet customers, address inquiries, resolve complaints, and provide information about banking products and services.
- Identify customer needs, promote bank products, and refer clients to appropriate banking staff for further assistance.
- Reconcile cash drawers at the end of shifts.
- Assist with administrative tasks like processing reports or managing vault currency.
- Record and report daily transactions.