



JULIE ANN DE LEON

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Dedicated Cash Remitter and Foreign Currency Specialist with 11 years of expertise in exchange services. Proven track record of navigating currency markets and ensuring efficient remittances.

EXPERIENCE

MARCH 2024 –
MARCH 2025

BEAUTY BRIDGE EVENT – DUBAI UAE

Freelance Coordinator – Airport Operations

- Source and recruit freelance staff for roles such as merchandising, sales, and customer service.
- Handle the application and renewal process for airport security passes for all freelance staff.
- Work closely with airport authorities to ensure timely issuance and compliance with pass requirements.
- Collaborate with retail and service brands to understand their staffing needs, product launches, and promotional activities.
- Collect and consolidate sales data from freelance staff and brand partners.
- Analyze sales performance and prepare detailed reports to share with brands, highlighting key metrics such as sales volume, top-performing products, and customer trends.
- Develop and manage work schedules to ensure adequate coverage for brands during peak hours, promotions, and seasonal demands.
- Address last-minute schedule changes or conflicts while maintaining smooth operations.
- Maintain records of freelance staff credentials, airport passes, training certifications, and performance evaluations.
- Ensure compliance with airport security, safety regulations, and brand requirements.
- Serve as the primary point of contact between freelance staff, airport authorities, and brands
- Handle unexpected challenges such as staffing shortages, operational disruptions, or sales-related issues.

JUNE 2017 –
MARCH 2024

ALANSARI EXCHANGE – DUBAI UAE

FCY CASHIER/REMITTANCE CLERK

- Ensure transactions are completed in an efficient manner with a high level of accuracy
- Open/close branches as required and ensure all tasks and checks are completed
- Follow compliance procedures, company policies and abide by all health and safety guidelines as per company standards
- Perform administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provide support and information to customers, over the counter and by phone
- Maintain a cash float and follows balancing and reconciling procedures
- Processing regular transactions for customers including remittance, bills and

JAN 2013 –
MAY 2017

- credit card payments, selling and buying foreign currency, exchanging foreign currency to local currency.
- Opening wps account and corporate account and responsible for the double checking of all required document in account opening
- Processing and accepting Salary Payout.
- Responsible for the filing of transaction papers and bundling of cash after the shift.
- Ensuring all the cash onhand are handover to the Branch manager on the end of the shift
- Ensure genuineness of currency of currency notes being exchanged
- Fake notes are to be reported immediately to the manager
- Manage trading function in order to meet corporate goal financially
- Answering queries or resolving some problem issues regarding transferring of money and exchange rates.

LEELAMEGH EXCHANGE-DUBAI UAE REMITTER/CASHIER

- Ensure transactions are completed in an efficient manner with a high level of accuracy
- Open/close branches as required and ensure all tasks and checks are completed
- Follow compliance procedures, company policies and abide by all health and safety guidelines as per company standards
- Perform administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provide support and information to customers, over the counter and by phone
- Maintain a cash float and follows balancing and reconciling procedures
- Processing regular transactions for customers including remittance, bills and credit card payments, selling and buying foreign currency, exchanging foreign currency to local currency.
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CERTIFICATION

2023

RISK AND FRAUD PREVENTION – LEVEL 2

2023

ADVANCE ANTI-MONEY LAUNDERING TRAINING

EDUCATION

2005 –
2010



BS IN NURSING, UNITED DOCTORS MEDICAL CENTER
Manila, Philippines

2001 –
2005



SECONDARY, BAUAN TECHNICAL HIGH SCHOOL
Bauan, Batangas, Philippines

SKILLS

- Computer Literate
- Excellent Communication Skills
- Excellent Customer Service
- Ability to work on own initiative accurately, with attention to detail.
- A highly motivated person with a passion to perform

PERSONAL DETAILS

Gender : Female
DOB : Oct. 04, 1988
Nationality : Filipino
Languages : English & Filipino
Visa Status : Residence Visa