



MICHELLE BEQUILLO MANCERA

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Professional Summary

Extremely organized individual with exemplary attention to detail and versatility. Seeking to advance my career by joining a team in need of assistance with excellent time management, strong work ethic and initiative. Wherein I can establish my knowledge and skills through challenging roles and activities. Passionate about providing the highest level of customer service and eager to surpass expectations, coordinator and professional.

Skills

- Proven ability in budgeting, cash handling, petty cash counting.
- Branch Cashiering. Knowledgeable in Foreign Currencies.
- Proficient in Microsoft Office
- Experienced jewelry appraiser
- Great knowledge in money change and exchange.
- Knowledgeable and great skill in safety audits.
- Great time management skills and can be time flexible.
- Can work effectively under stressful situations without hampering the quality of work.

Trainings Completed

- Branch Manager's Training Level 2 - Oct 2019 Briefing on PPG's Money Laundering & Terrorist Financing Program - July 2019
- Central Bank of Philippines Training (AML) - Dec 2017 Area Supervisor Training - July 2017
- Advance Jewelry Appraising - Dec 2016

Work History

Desertwave Travel & Tourism/ Sales executive 2024 April – Present, UAE

- Building, developing, and managing a client portfolio, maintaining strong relationships with new and existing clients to identify new business opportunities.
- Search and ascertain prospective clients and leads.
- Cold call in order to reach out to customers.
- Provide solutions to align with pain points if the various customers.
- Understand and learn about products or services.

Palawan Pawnshop/ Exchange/

Branch Manager

2017 - JANUARY 2023, Philippines

- In charge of Money changing, selling jewelries and vault custodian. Manage all branch operations, jewelry appraiser.
- Communicate with different departments through emails and phone calls. Knows all money product transactions such as deposit, payment and Foreign exchange.
- Maintain good customer service and proper filing of documents for audit purposes. Resolves all customer complaints.
- Manage staff including cashiers.
- Maintaining supply of cash and currencies.

Palawan Pawnshop Exchange

Marketing Head

2016 - 2017, Philippines

- Senior level who oversees all marketing activities with the company.
- Monitor brand consistency across marketing channels and materials. Supports marketing initiatives through conducting market research and documenting the sales and marketing efforts

Reference will be available upon request
