

## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: May 1, 2019 – June 30, 2021
- Position: Treasury Supervisor
- Name of Office/Unit: Treasury Department (Finance Division)
- Immediate Supervisor: Treasury Manager
- Name of Agency/Organization and Location: Royal Dragon Group, Inc. Malate Manila
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Duty in-charge at treasury operations, monitor and ensure the accuracy of daily cash and credit chips disbursements. Verify vault inventories with ending of the previous inventory. Handle agent/player settlement. Prepare daily/monthly reports to the Financial Controller and other concerned departments.

- Duration: November 14, 2005 – March 31, 2019
- Position: Treasury Supervisor
- Name of Office/Unit: Treasury Department (Finance Division)
- Immediate Supervisor: Treasury Manager
- Name of Agency/Organization and Location: Fortunegate Holiday Phils., Inc. Malate Manila
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Report to Financial Controller, oral and written in connection to the Treasury. Duty In-charge of daily operation in Treasury cage & Vault. Handles cash, bank deposit/transfer, foreign currency, cheque, credit cards, markers etc. Handles agent/player settlement at the end of the program. Representative to check & monitor PAGCOR treasury reports. Performs other duties as assigned like some duties of the Manager.

- Duration: September 1, 1999 – May 27, 2005
- Position: Cage Cashier
- Name of Office/Unit: Cage Casino Department
- Immediate Supervisor: Cage Manager
- Name of Agency/Organization and Location: Star Cruises Pte. Ltd. ( Magsaysay Maritime Corp.,) Malate Manila

- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Responsible for cage transactions such as cash buy-in / cash-out, credit card, foreign currency exchange, traveller's check encashment, rolling/ exchanges, cash / chips deposit / redemption & settlement of agent / players. Performs chip fills and credit, hopper fills and coin dispenser fills. Issues receipts, warrants, house checks and vouchers. Updates and balances window transactions and chip bank. Helps Supervisor and Manager in overall balancing against GL system. Checks serial numbers of Table and emergency boxes issued. Conducts side duties such as soft count, hard count, credit card, tournament and auditing. Accomplishes other tasks assigned by immediate Supervisor.

- Duration: May 13, 1997 – August 31, 1999
- Position: Expense Processor
- Name of Office/Unit: Accounting Department
- Immediate Supervisor: Accounting Supervisor
- Name of Agency/Organization and Location: RCBC Savings Bank , Makati City


- List of Accomplishments and Contributions (if any)

- Summary of Actual Duties

- Prepares/issues & releases cheques of all approved payments to authorized representatives. Monitors & controls all cheques issued for proper utilization. Records all cheques issued & redeemed for the day on Cheque/MC Register Book. In-charge of negotiating cheques in MC system. Updates/Certifies/Passes inter-unit accounting entries. Files/Routes BSP circulars, supporting documents & other related matters. Assists GL clerk in balancing all tickets before capture to GL system. Acts as Petty cash custodian with delegated cashing limits. Relieves Treasury Processor as MIPS maker in his absence. Handles ATM machines/transactions. Maintains the privacy, confidentiality & accuracy of all information, assets dealt with particularly those classified as confidential & restricted. Performs other duties that maybe assigned from time to time.

- Duration: June 16, 1995 – May 01, 1997
- Position: Marketing Professional
- Name of Office/Unit: Marketing Department
- Immediate Supervisor: Marketing Manager
- Name of Agency/Organization and Location: Toyota Quezon Avenue Inc. , Quezon City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Prospecting clients & customers. Qualifying clients in financial applications. Individual & corporate marketing. Preparing documents needed before & during the release of unit. After sales follow-up. Preparing monthly report.
- Duration: August 19, 1991 – March 31, 1994
- Position: Bank Clerk and Check Processor
- Name of Office/Unit: Branch Unit
- Immediate Supervisor: Branch Manager
- Name of Agency/Organization and Location: Phil. National Bank, Boni. Ave., Mandaluyong City
- List of Accomplishments and Contributions (if any)
- Summary of Actual Duties
  - Processing of Incoming & Outgoing Cheques. Classifying & accounting of all cheques received not involving/requiring clearing procedure such as on-us/branch's own cheques. Counterchecking of all received & accepted cheques for accuracy. Preparing necessary tickets to support all transactions made for the day. Handles cashiering functions such as Opening of accounts, tellering, renewal & termination of Time Deposits, T-Bills, & Premium Savings Accounts. Handles foreign & domestic remittances. Entertains queries. Other duties as assigned by Branch Manager & Supervisor like preparation of reports, updating of ledgers & handling of ATM Machines & other cashiering functions related to the position.

**Attachment to CS Form No. 212**



Aurora M. Moreno

(Signature over Printed Name  
of Employee/Applicant)

Date: June 3, 2024