

# AURORA MONTEFOLKA MORENO



## PROFILE

**Date of Birth** : June 9, 1970  
**Age** : 53  
**Height** : 5' 5 ½"  
**Weight** : 175 lbs  
**Sex** : Female  
**Citizenship** : Filipino  
**Civil Status** : Single

## CONTACT

**Address** : Purok 6 Brgy. Gabas Baybay City, Leyte  
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## EDUCATION

**Pamantasan Ng Lungsod Ng Maynila (PLM)**  
**B.S. Business Administration - Major in Accounting**  
Manila Philippines

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## WORK EXPERIENCE

**Royal Dragon Group, Inc.** Malate Manila Philippines

### ***Treasury Supervisor***

May 1, 2019 – June 30, 2021

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.

**Fortunegate Holiday Philippines, Inc.** Malate Manila Philippines

### ***Treasury Supervisor***

November 14, 2005 – March 31, 2019

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.

**Star Cruises Pte. Ltd (Magsaysay Maritime Corp.)** Malate Manila Philippines

***Cashier – Cage Casino Dept.***

September 1, 1999 – May 27, 2005

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

**RCBC Savings Bank** Makati City Philippines

***Expense Processor***

May 13, 1997 – August 31, 1999

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.

**Toyota Quezon Avenue Inc.** Quezon City Philippines

***Marketing Professional***

June 16, 1995 – May 01, 1997

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.

**Philippine National Bank** Boni. Avenue, Mandaluyong City Philippines

***Bank Clerk & Check Processor***

August 19, 1991 – March 31, 1994

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.