

**JEFFREY B. LEGASPI**

Nationality: Filipino

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Address: Dubai City, UAE |

Visa Status: Tourist Visa

Visa Validity: February 18, 2026

Notice Period: Can Join IMMEDIATELY

PROFESSIONAL SUMMARY

I have an extensive and progressive experience in high-volume exchange houses in Kuwait and in the Philippines. I have proven strength in AML/KYC compliance and standards, vault management, foreign exchange transactions and high-accuracy teller operations. I also supported accounting operations by document controlling and data encoding.

KEY SKILL

- Maintained 99.8% accuracy rate in foreign exchange cash handling, balancing and reconciliation.
- Processed an average of 65-90 daily transactions with 100% accuracy, improving customer wait times by 2-3 mins.
- I noticed common mistakes in money transfers and added a quick verification step, which reduced errors and improved accuracy.
- Develop basic to conversational Arabic proficiency, enabling smoother communication with Arabic-speaking clients and improving service quality.

PROFESSIONAL EXPERIENCE**Al Muzaini Exchange Co., Kuwait***Senior Head Cashier* — Dec 2021–Nov 2025*Head Teller* — Dec 2019–Dec 2021*Teller* — Dec 2018–Dec 2019

- Processed high-value domestic and international transfers in line with AML/KYC.
- Reduced client complaints by improving transaction accuracy and service response.
- Performed data encoding for new clients and updated records for existing customers requiring profile changes.

Michel Lhuillier Financial Services Inc. (M.Lhuillier), Philippines*Branch Manager / Vault Custodian* — Oct 2017–Jun 2018*Assistant Branch Manager / Vault Custodian* — Aug 2016–Oct 2017*Entry-Level Teller* — Feb 2015–Aug 2016

- Managed branch operations, compliance, and customer service.
- Conducted appraisal and evaluation of pawned items.
- Resolved customer disputes with high satisfaction rates.
- Maintained vault accuracy, handling high-volume cash transactions.

The Brain Computer Corporation, Philippines*Accounting Assistant cum Document controller*

May 2014–Feb 2015

- Encoding financial data entries in SAP system and organizing and filing relevant accounting records.
- Prepared regulatory accreditation documents for compliance submission.
- Handled client onboarding support and inquiries via email communication.

EDUCATION**Bachelor of Science in Business Administration, Major in Financial Management**

Magsaysay Memorial College, Zambales, Philippines

June 15, 2010 – March 26, 2014

CORE SKILLS

MS Excel & CRM Skill

Data Entry, Email Inquiry and Management

Foreign Exchange Transactions & Remittances

AML & KYC Compliance

Cash Handling & Vault Operations

Customer Service & Dispute Resolution

Teller Training & Development

Bilingual: Fluent in English, Conversational Arabic

CERTIFICATIONS

QuickBooks Online Accountant Certification – 2025

Introduction to Bookkeeping (Certificate of Completion) - 2025

Posting and Journalizing Transactions (Certificate of Completion) - 2025

Anti Money Laundering (AML) and Combating Terrorist Financing (CTF) – 2024

Time Management - Soft Skills Training – 2019

Work Ethics Seminar 2015

Know Your Money and Counterfeit Detection Seminar 2016

CHARACTER REFERENCE(S) Available upon request.