

SUMMARY

Innovative and dedicated Team Player with 20 plus years of demonstrated expertise in process, customer service, digital media, financial/banking, aviation & hospitality.

MULTILINGUAL

- English
- Hindi
- Marathi
- Konkani
- Urdu

SKILLS

- Supervisory skills, Program
 Optimization and Time Management.
- Detail oriented, organized, and able to perform in a fast paced environment.
- Attentive, resilient and a quick learner.
- Reliable, hardworking, honest and a team player.
- Mathematical Calculation and Reasoning, Cost Reduction, Performance Assessment, Mentoring and coaching,
- Excellent verbal and written skills.
- Process
 Improvement,
 Performance

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EXPERIENCE

Cognizant Technology Solutions Philippines, Inc. Senior Process Executive July 2021 up to July 2023

- Google-YouTube YTMP Paid Product Services.
- Handling of Subscription's, YouTube/Music App features,
 Channel Memberships, Technical and Billing/ Banking
 (Multilingual-Hindi) issues. Providing assistance via chat, email, and other digital/electronic platforms.
- Service Support Solution includes diagnosis, resolution and reporting customer issues and questions relating to the app's paid content products.

Western Union, AROC Global Compliance Ops. Philippines. Associate, AML Compliance September 2016-June 2021

- Responsible for providing support on anti-money laundering (AML) compliance programs and handling of investigations.
- Make accurate decisions assessing knowledge in the AML Compliance field and communicate these decisions to Western Union agents, banks, customers and/or service associates.
- Managing Government Sanctions and/or other internal programs while working with stopped payments and international banks.
- Provide first-level support for customer complaints and aggressively pursue digital, mobile, ATM/kiosk and stored value card strategies that meet the needs of today's global consumers and businesses.
- Conducting investigations, servicing inquiries received over the phone, e-mail or working directly with money transfers utilizing back-office applications, identification of documents and making crucial decisions.

Emirates Airlines, Dubai, U.A.E. Airport Services Agent April 2004-March 2014

- Handling arrivals, departures, check-in's, ramp/ baggage operations, delayed flights and First and Business class lounges.
- Responsible for handling departure, transit and arrival formalities of

Evaluation and Monitoring

PERSONAL INFORMATION

D.O.B: 22 March 1978. **CIVIL STATUS:** Married. **VISA:** TRV- 5 Years / ACR valid until 17 June 2026.

References can be furnished upon request

- Passengers and V.I.P. clients.
- Responsible for handling delayed flights, lost baggage and V.I.P. clients and suggest improvements to procedures based on observed trends and analysis.
- Achieved several certificates in I.A.T.A. Dangerous Goods, passenger handling and service etc.

Qatar Aviation Services, Doha, Qatar. Customer Services Agent July 2003-January 2004

- Boarding gates –Boarding and departure formalities & flight amendments.
- Handling of First and Business class lounges and V.I.P. clients.
- Security checks involving Visa related checks and aircraft security.
- Handling departures, arrivals and transit passengers.
- Achieved certificates in I.A.T.A. Dangerous Goods, passenger handling and services.

Epicenter Technologies, Mumbai, India. Call Center Agent May 2002-June 2003

- Worked on Citrix Systems, handling Collections on credit card accounts of customers who are delinquent in their payments.
- Skip tracing tracking down customers who have absconded and training new recruits.
- Establishing new contacts and managing client databases.

Suzie Wong Restaurant (Yacht), Mumbai, India Food and Beverage Assistant December 2001- May 2002

- Public relations.
- Handling Events, Functions and V.I.P. clients.

Manori Resorts-Mumbai, India Food and Beverage Assistant May 1997- May 1999

- Handling entire Food and Beverage Operations.
- Handling Corporate Events, Functions and V.I.P. clients.

EDUCATIONAL QUALIFICATION

Bachelor's Degree in Sociology (B.A.)-Graduate- 2002

St. Xavier's College and I.D.E. Mumbai-India.

St. Mary's School (I. C. S. E.) 1995, Mumbai-India-1995

PROFESSIONAL QUALIFICATION

Diploma in Hotel Management and Food Technology -2001

Sophia College & Poly Technic. Mumbai, India.

Several certifications in Communications, IT, Hospitality and Aviation.