



PADMANABHA C H

Service Supervisor Foreign Currency Cashier

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📄 Visa status- visit visa

About me

Fast learner and self motivated with 9+ years experience in the field of service supervisor, cash handling, customer service, and remittance.

Ability to work under pressure with a hardworking and quickly adapt to any working conditions and method.

Key Skills

Customer Service



Cash Handling



Hard Working



goal oriented



Accounting



foreign currency handling



Problem Solving



Interpersonal Communication



Career Timeline

- 2015 - 2019
UAE EXCHANGE CENTER LLC Abu dhabi
- 2010 - 2015
UAE EXCHANGE CENTER LLC Abu dhabi
- 2008 - 2010
MATRIX DESIGNS

Personal Details

Profile Summary

To become a result oriented professional by utilizing the opportunities to create new idea and make management noticeable contribution in the terms of customer satisfaction and relationship management. i strongly believe in continuous learning and would always strive to reach and surpass the companys goals and objectives.

Education

PG Diploma

St Aloysius College, Mangalore

2008 Full Time

B.A

Mangalore University

2007 Full Time

XIIth

Kannada

2004

Work Experience

Service Supervisor Foreign Currency Cashier

UAE EXCHANGE CENTER LLC Abu dhabi

- Maintain high standard of customer service in branch .
- Monitoring daily branch operation and sales activities.
- Develop professional relationship with all customers.
- Resolve customer issues and complaints on regular basis.
- Promoting branch and marketing activities.
- Preparing branch reports on monthly basis.
- Verifying branch cash and fc stocks , cash fundings daily basis.

2015 -
2019

Date of Birth
21-Jan-1984

Gender
Male

Address
Talab building , Mussafah sec 12 shabia Adu dhabi

City
Abu dhabi

Country
united Arab emirates

Marital Status
Married

Service Officer

UAE EXCHANGE CENTER LLC Abu dhabi

- Executed customer transactions and currency exchange.
- Dealing with domestic and all types of swift remittance.
- providing excellent customer service.
- Maintained friendly and professional customer interactions.
- Proficient in buying and selling foreign currency.
- Maintained balancing record with 100% with rate of accuracy.
- Proficient in using computers and other office equipments.
- Exceeded monthly sales targets.
- Recorded amounts received and prepared reports of transactions.
- Trained new employees regarding money exchange procedures and transactions.
- Problem handling with in the counter itself.
- Performed all duties as assigned by manager.

2010 -
2015

Office Incharge

MATRIX DESIGNS

- Handling income calls and other communications.
- Managing filing systems.
- Recording as information needed.
- Updating paper work and maintaining documents.
- Performing general office duties .
- coordinating events as necessary.
- Maintaining supply inventory.
- Performing invoice and accounts.

2008 -
2010

Courses & Certifications

- ☐ Diploma in computer application
- ☐ Language Known : English, Hindi, Malayalam, Kannada, Tulu