



NIYAS MOHIDEEN

BANK TELLER/BRANCH COMPLIANCE OFFICER

PROFESSIONAL SUMMARY

To serve the organization with constant spirit, motivation, while also taking up interesting and innovative tasks that places my career in the path of growth in the organization.

WORK EXPERIENCE - LM Money Exchange

- To providing Day to Day operations of office by doing tasks such as filling paperwork, answering phone calls, organizing office files and records.
- To handle the **client's compliance**, provide appropriate solutions for customers and follow up to resolve any issues their customer experience.
- Serve client's by managing documents, information and financial transactions in an organized, efficient and secure manner.
- Handle the transaction for client's, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's check and opening and closing of currencies.
- Reconcile cash drawers at the closing time, count and tallied coins and currencies and handle the **pettycash**.
- Track, record, report and store all transactional information and special request.
- Processing **remittance** and helping client's understand the process of the transaction and which documents needed.
- Screen payments and checking documents, if documents are valid for high value client's.
- Bought, sold and handled more than 30 **foreign currency** daily. Ensure quality of currency, no matter how high or low in financial amount
- Bi-weekly, **check and audit** the all currencies and make the **balance sheet** and sent the reports to HO.

CONTACT INFO

Hamdan Bin Mohammed st.
Abudhabi, United Arab Emirates
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EDUCATION

Bachelor Course Completion
Certificate

MIET Engineering college
(Trichy, India) 2012 – 2016

Secondary (HIGH) School
Graduation Certificate

Khadhir Mohideen Higher
School (Adirai, India)

2010 – 2012

INTERPERSONAL SKILLS

MICROSOFT OFFICE

- Excel - Intermediate
- Outlook - Excellent
- Word - Excellent

Enterprise Resource Planning
(ERP)

Casmex (Newgen)

PERSONAL SKILLS

- Customer service
- Team work & collaboration
- Telephone & Email Etiquette
- Time management
- Written & verbal communication

LANGUAGES

English-Proficient

Hindi-Beginner

Malayalam-Intermediate

Tamil-Native

- Employee's payroll creation as per **WPS** requirement and forwarding the file to the HO for salary processing.
- Processing employee's salaries.
- Preparing currency for funding.
- Prepare payments and receipts.
- Preparation of invoices, receipts or quotations.
- Record day to day financial transactions and complete the posting process.
- Update the registers on daily basis.
- Process incoming and outgoing mail manually or electronically.
- Keep record of completed work.
- Prepare and sort documents, identify and interpret data.
- File source documents after entry.
- Managing vendors and office supplies.
- Maintain and prepare reports from manual or electronic files, mailing lists and databases.
- Provide general information to clients.
- Other duties assigned by manager.

DECLARATION

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.