

NASHITH K.M. NAVABU

Mob : 00971-507630831

E-mail : kmnashith92@gmail.com



CAREER OBJECTIVE

I intend to structure my growth, in pace with the ever-changing corporate environment and thereby make my learning curve to move in a consistent and progressive fashion along with the growth of my functional skills, coupled with overall personality development, in order to face the challenging times ahead.

PROFESSIONAL EXPERIENCE

AL ROSTAMANI INTERNATIONAL EXCHANGE **Teller (October, 2018 – Till date)**

Duties/Responsibilities:

- Customer service and Sending Remittance.
- Dealing foreign currency.
- Credit card payments and ezetops
- WPS salary processing, file creations and excel preparations.
- WPS salary card processing and distribution.
- Multi currency card distribution and reloading.
- Marketing by adopting plans and cold calling.
- Day to day filings and documentations of registers and reports.
- Authorizing and verification of daily currency stocks.
- Auditing of the transaction receipts under AML and handing towards the compliance department upon their request.
- VAT payments and corporate VAT registrations.
- Payments for other value added services like national bonds, Air Arabia and Fly Dubai airways tickets.

LULU INTERNATIONAL EXCHANGE LLC

Front Line Associate (October,2014 – October 2018)

Lulu International Exchange LLC.

Branch locations worked : Kuwaitat branch- Al Ain
Mussafah sector 17-
Abu Dhabi EGM
Hamdan Street - Abu
Dhabi city.

Duties/Responsibilities:

- Customer service and Sending
- Dealing foreign currency
- Remittance. Transfers/cheques and Demand draft.
- Bill Payments such as etisalat and ADDC.
- WPS salary receive & payment to various company.
- WPS salary disbursement & Remittance service to remote camps.
- Monitoring high value transaction.
- Handling customer complains, AML and suggestion.
- Marketings by adopting plans and cold calling.
- Day to day filings and documentations of registers and reports.
- Offline transactions to the remote camps and salary distributions.
- Sell National Bond, Parking Card & Salik Card.
- Bank Account opening of Bangladesh, India, Philippines & Nepal.
- Updation of individual targets and submission of performance reports to the BIC.

CASH HANDLING SKILLS

- Skilled at receiving and processing the bank transactions.
- Strong mathematical skills.
- Knowledge of proper cash handling procedures.
- Attention to the detail.
- Petty cash management.
- Identifying and verifying the security features of currency notes.

ACADEMIC QUALIFICATIONS

Graduated from National College for arts and science under University of Kerala, Thiruvananthapuram (2011-2014).

TECHNICAL PROFICIENCY

- Microsoft office such as Word and Excel.
- Window OS installation & configuration
- Strong typing skills.
- Data entry skills.

PERSONAL PROFILE:

Age/Date of Birth : 31 Years, April 23, 1992
Place of Birth : Al Ain, U.A.E
Sex : Male
Marital Status : Married
Languages Known : English, Hindi, Malayalam and
Arabic (Basic) Phone : 0507630831

EXTRA CURRICULAR ACTIVITIES

- GYM work out and sports
- Driving and travelling
- Exploring technologies such as attending exhibitions, product launch
- Reading
- Internet browsing
- Cooking

STRENGTHS

Strong customer service skills

Team Player

Quick Learner

Punctuality and Time keeping

Knowledge of UAE Culture

Holds AML certificate under FERG

Holds **UAE driving license (Manual)**

Can Work under stress

DECLARATION

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

NASHITH K.M. NAVABU