

CURRICULUM VITAE

ARUN POOSALIPARAMBIL

Mob: (+971) 508155127

Email: arunpoosaliparambil@gmail.com

Deira, Dubai



OBJECTIVE

Able to obtain a challenging and responsible position, utilizing the abilities that received in pass experience and training, with the opportunity for growth and development to enhance my customer service skills. Dedicated and passionate about providing a warm, efficient, and courteous manner and exceeding organizational goals. Looking for entry level position with an employer who can provide an innovative and stimulating working environment, as well as learning and development opportunities.

PROFESSIONAL EXPERIENCE

- **Worked as a Counter Sales Executive at NL FOREX PVT LTD, India 2018-2019**
- **Working as a FC / REMITTANCE CASHIER at GCC Exchange, Deira - Dubai 2019 to Till Now**

JOB PROFILE 1

- Handling the walking customers and addressing the queries.
- Maintain the branch stock level (AED and Foreign currency).
- Funding & transfer the currency on daily basis.
- Buying and selling foreign currency make good margin in branch
- Handling Foreign currency and Acting as a Remittance Cashier during the needful situation
- Processing local and international wire transfers.
- Facilities money transfer to various countries through Western Union, Money gram, IME, Instant cash and other money products.
- WPS SIF file creation and SIF file processing
- Preparing Receipt voucher and Payment voucher.
- Preparing Stock in hand report end of the month handover to management.
- Handle balancing of daily transaction
- Balancing the cash at end of the day and hand over the cash to branch in
- Handling Inquiry from customers.
- Handle customer's complaints and follow-up with concern departments.
- Salary distribution on-behalf of Small and Medium Enterprises employees.
- Develop business relationship with clients and increase customer base transaction.
- Checking filling voucher.
- Collecting cheque from customer and
- End of the day deposit to bank.
- Cheque copy forward to concern department.

JOB PROFILE 2

- Account Number conversion for the old account holder for easy money transfer to their respective account
- Answering the phone and explain to customer what are the new product introduce.
- Convincing the customers to make use of our valuable services instead of other service

- Register the Complaint and clearing the dues for the customer to avail full benefits of our service
- Register the Complaint and clearing the dues for the customer to avail full benefits of our service
- Marketing our products by explaining our promotional offers to get fully benefited
- Providing Salaries on-behalf of the companies to the employees
- Segregating the Cash as per the denomination
- Greet the customers with smile and creating friendly atmosphere

EDUCATION

◆ **Bachelor of Commerce (B.Com) on 2018 at Calicut University in India.**

PERSONAL PROFILE

▪ Nationality	:	Indian
▪ Language Known	:	English/ Hindi/ Malayalam/ Tamil
▪ Date Of Birth	:	04/03/1996
▪ Visa Status	:	Employment Visa
▪ Marital Status	:	Single
▪ Gender	:	Male

PASSPORT DETAILS

▪ Passport No	:	T2014162
▪ Date of Issue	:	18/03/2019
▪ Date of Expiry	:	17/03/2029

PERSONAL SKILL

- Good Public Relation skills & Well-liked by superiors
- Acquainting to the environment and grasping the things faster
- Young, Energetic and Hardworking
- Perseverance, fast learning ability, good communication and analytical skills.
- A team Worker & Can handle work pressure with ease
- Ability and experienced to work in a team of multi lingual & multi nationality
- Innovative and enthusiastic

DECLARATION

I do hereby declare that the above information is true, correct to the best of my knowledge and belief I hope you Will Consider my Resume favorably.

ARUN POOSALIPARAMBIL