

MOHAMMEDSOHAIL

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Professional Summary

Teller Well- Versed in currency exchange and customer service with total 4 years of experience, expertise in cash handling and computer proficient with strong communication skills. and in total of 14 + Years of professional experience in the Arab region.

Skills

- Rapid 10-key data entry
- Cash handling expertise
- Rapid data entry skills
- Excellent time management skills
- Customer assistance
- Cash Drawer Management
- Cash Register Operation
- ID Verification
- Currency Sorting
- Cash Handling
- Currency Exchanging
- Written and verbal communication

Work History

Al Rostamani International Exchange , November 2022. To continue,
Deira Dubai UAE.
Receive/issue cash transaction instruments like remittance, foreign currency exchange, WPS, TT, and value added services transaction payments etc
Proficient in exchanging 30 different currencies.
Developed and maintained strong knowledge of multiple products and varying levels of benefits within each product.
Accept Credit Card Payments
Serves customers by completing account transactions.
Collect cash against any transaction.
Provide cash against transaction / vouchers.
Collect cash against receipt vouchers.
Complete on-account transactions vouchers
Maintained balancing record with 100% are of accuracy.
Report to BM/Br. Supervisor about any discrepancy in cash count or fake notes.
Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transactions.
Complying AML policy & procedures.

TELLER OFFICER, 06/2018 – 10/2020
Travellex, Manama, Bahrain.
Deployed In Bahrain Air Port.
Greet people warmly and direct them to appropriate bank personnel.
Process routine account transactions.
Exchange foreign currency.
Help customers fill out exchange slips.
Use adding machine.

Accurately calculate the exchange conversation rates.
Disburse money to customers.
Validate the deposit slip and stamp it by machine.
Check for photo identification.
Sell traveler's checks and money orders.
Count cash at beginning and end of shift.
Balance currency, cash and checks in cash drawer at end of each shift.

TELLER ASSOCIATE, 03/2016 – 05/2018
Modern Exchange, Manama, Bahrain

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SALES EXECUTIVE , 01/2014 – 01/2016
Tylos Building Materials W.L.L, North Sehla, Bahrain

In-depth knowledge of building materials and hard ware.
Kept a record of complete inventory management and stock keeping.
Marked prices on merchandise or price stickers, according to pricing guides, using marking devices.
Received the PO, Prepare the shipment and manage on time delivery.

SALES EXECUTIVE, 04/2009 – 07/2013
Crystal Global international, KSA, Jubail, KSA

Engaged with customers to effectively build rapport and lasting relationships.
Generating competitive quotations prepare Invoices and kept account of sales and delivery records.
Evaluated inventory and delivery needs, optimizing strategies to meet customer demands.
Trained and developed new sales team associates in products, selling techniques and company procedures.
Maintained records related to sales, returns and inventory availability.
Implemented up-selling strategies such as recommending accessories and complementary purchases to boost revenue.

STORE IN CHARGE CUM SALES MAN, 12/2004 – 04/2008
King Fahad Industrial, Jubail, KSA

Receive, manage and keep record of all the incoming shipments.

Verify the GRN (Goods received numbers) and report to the vendors and the senior management.

Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.

Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.

Provided sales forecasts for all product sales opportunities within assigned accounts.

Provided technical troubleshooting and problem solving for clients with installed equipment or system issues.

Education

Bachelor of Commerce: Business studies

Narayanganj College And University Narayanganj – Bangladesh, Bangladesh, 06/2006

Technical Skills

- MS Office: 15 + Years
- Tally ERP: 5 Years
- EMOS (Java System): 4+ Years

Personal Information

- Date of Birth: 19th October 1986
- Gender: Male
- Nationality: Bangladesh
- Religion: Islam
- Marital Status: Married
- Languages Known: English, Hindi, Bengali and Arabic.