



MALLESH MANGALAR APU

Cashier and Bank Teller

CAREER GOALS

With a warm and friendly demeanor.
Energetic
management professional well-versed in staff
and customer management.
Emphasizes process improvement to increase
profits and customer
satisfaction. Rapidly builds rapport with
customers and employees.
Talented at leading team sales processes.
Strong administrative skills as
well as solid knowledge of financial services
products.

CONTACT DETAILS

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.com

• Mob No : 0582655091
• Res Add : Rolla St,Bur
Dubai,Dubai

WORK HISTORY

➤ Job Profile : Cashier/Bank Teller

Organization : Redha Al Ansari Exchange

Nature of Business : Money Exchange/Remittance Center

Duration : January 2019 – 2023 January

- Purchasing & selling foreign currencies.
- Knowledge of detecting fake notes in foreign currencies & local currencies
- Handling Cheques At The ccounter
- Making Transfers To Different Countries By Bank&Name
- Doing Utility payments Du,Etisalat,EzeTop ,National Bonds
- Handling various responsibilities for the company in the field of cashiering, customer service and operations.
- Attending bulk cash currency counting in counter.
- Responsible for foreign currency exchanges, inward/outward payments & customer service.
- Generate daily collection register at the end of every working day and reconcile the same with physical cash/cheque/demand.
- Doing Online Vat Payments Through The Federal Tax Payments Authority
- Submitting daily reports to Branch Manager
- Handling customer queries and solving their various problems

➤ Job Profile : Cashier / Bank Teller / Remittance Counter Staff

Organization : Economic Exchange

Nature of Business : Money Exchange/Remittance Center

Duration : January 2017 - December 2018

- Handling Day to operations in Branch.
- Training staff effective sales and customer service techniques.
- Creating and communicating sales targets at regular intervals.
- Remittance transaction handling, process domestic and international financial transaction in accurate and quick manner
- Manage and handle cash/ cheque transaction at the counter and ensure the delivery of quality service to customers
- Detecting, investigating, and remedying discrepancies in sales if required.
- Setting and implementing performance standards
- Ensuring that employees observe company protocols.
- Responsible to generate more profit from retail Forex sales and purchase.
- In charge and monitors of Selling and Forex rate for different currencies.
- Completes audit work papers by documenting audit tests and findings.
- Communicates audit findings by preparing a final report; discussing findings with auditors.
- Evaluating the outcome of staff trainings taught
- Support and mentor new employees
- Update staff on Anti-Money Laundering/CFT and know your customer policy.
- Reporting and suspicious customer transactions.

ACADEMIC QUALIFICATIONS:

- HSSC: Secured 81% of marks in science “S.V Junior college” in the year 2009-2011, Jagital, TELANGANA, HYDERABAD.
- SSC: Secured 52.76% of marks from “New Z. P. H. S high school”, in the year 2008-2009,

SKILLS

1. OPERATIONAL EXCELLENCE
2. TASK DELEGATION SERVICE QUALITY & SALES
3. ACCOUNTING AND HR FUNDAMENTALS
4. STAFF AND CUSTOMER MANAGEMENT
5. CASH MANAGEMENT, FOREIGN CURRENCIES AND REMITTANCES
6. STRONG MATHEMATICAL SKILLS
7. ABILITY TO WORK UNDER PRESSURE
8. LEADERSHIP AND MANAGEMENT SKILLS
9. INTERPERSONAL SKILLS
10. CRITICAL THINKING AND PROBLEM SOLVING

TECHNICAL SKILLS

Microsoft Office and Windows-based computer applications.

SEMINARS AND WORKSHOPS

1. FERG- Workshop Certificate
The Foreign Exchange and Remittance Group (FERG)
Dubai UAE.
2. Anti Money Laundering-
Company Cashier
Training – 2019-2021

PERSONAL DETAILS

Visa Status : Tourist Visa

Exp Date: 12/06/2023

Date of Birth: 26 July 1994

Marital Status: Married

Place of Birth: India

Language known: English, Hindi, Telugu, Tamil,
Basic Tagalog And Basic Arabic

Nationality: Indian