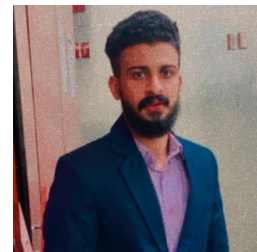


SHIHAB ACHUMMADAKATH

✉ achummadakathshihab@gmail.com

☎ 971567067031

📍 Dubai, United Arab Emirates



OBJECTIVE

To work in professional environment wherein my academic knowledge and professional experience are used fully and take up responsibilities for growth of the company and also upgrade my current skill set to higher levels

EXPERIENCE

Jan 2022 -
Present

JUNIOR OFFICER

AL RAZOUKI INTERNATIONAL EXCHANGE

- ✓ Executed customer transactions regarding cash, money orders and money exchange.
- ✓ Dealing with foreign currencies and Current Exchange Rates.
- ✓ Doing marketing activities about Company Products, Services and ongoing Promotions
- ✓ Proficient in using computers and other office equipment.
- ✓ Exceeded monthly sales goal.
- ✓ Maintained friendly and professional customer interactions.
- ✓ Explained services, financial products and applicable fees to customers.
- ✓ Handling WPS(Wage Protection System).
- ✓ Identified and mitigated potential fraud and transaction risks.
- ✓ Tallying cash while entering the duty and end of the duty.
- ✓ Identified and reported suspicious behaviour to security personnel as appropriate.
- ✓ Documented account actions with customer and banking information and collected required documentation to attach to transactions.
- ✓ Followed up with customers to build long-lasting relationships and boost business opportunities.
- ✓ Solved customer compliance and disputes using accurate banking information and policies, maintaining loyalty and satisfaction.

2018 - 2022

JUNIOR ACCOUNTANT

TALAL GROUPS OF COMPANIES

- ✓ Communicated with suppliers to reconcile invoice payments.
- ✓ Performing day to day financial transactions, including verifying, classifying, computing, posting and recording data
- ✓ Support month-end and year-end close process Update daily transactions in excel
- ✓ Classifying data and handling error data before being recorded
- ✓ Facilitate payment of invoices due by sending bill reminders and contacting clients

EDUCATION

2014-2017

Bachelor of Commerce
Kannur University

SKILLS

- ✓ Computer Skill - Microsoft Word, Power point, Excel, Strong typing skill, Proficient using internet.
- ✓ Fast Learner - Intelligent, Observant, Able to pick up new tasks and assignments in an efficient manner.
- ✓ Communication Skill - Respectful, Polite, Able to interact well in a professional environment.
- ✓ Organized - Detail oriented, Strong listening skills, able to follow directions and complete in timely manner.
- ✓ Cash handling Expertise - Accuracy, Cash drawer maintenance, numeracy.
- ✓ Knowledge in foreign currencies - Well knowledge in different Currencies and Current rates.
- ✓ Compliance Banking laws and regulations - Compliance Management, Compliance Monitoring, EDD, CDD, STR.

LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Tamil
- ✓ Arabic

ADDITIONAL INFO

- ✓ DOB
13-04-1997
- ✓ NATIONALITY
INDIAN
- ✓ GENDER
MALE
- ✓ MARITAL STATUS
SINGLE
- ✓ LICENSE
UAE VALID LMV DRIVING LICENSE