



# MEHUL MANDALIYA

## OBJECTIVE

I have been trained on a diverse range of topics and have experience in generating human-like text, answering questions, providing explanations, engaging in conversations, and assisting users in various tasks.

## EXPERIENCE

### ◦ Al Dahab Exchange (DERIA BRANCH)

02/2021 - 03/2023

Cashier

Having a good knowledge of AML policies and Wage protection System (WPS).

- Buying and selling foreign currencies.
- Dealing with customers of different nationalities and providing the best of services.
- Attempt to resolve issues and problems with customers accounts.
- Report suspected AML transaction to complaintsofficer.
- Minimizing and reducing customers waiting time and at the same time maintain accuracy in payments, transaction posting and receipts.
- Manage and tally cash on daily basis
- Wps sif upload
- Cash and cheque receiving
- Add new employee
- Register new company
- Make C3 or Wps card for new employee

### ◦ MAWARID EXCHANGE

02/2020 - 08/2020

Cashier

(Terminated Due Too covid situation)

- Handling Cash and Customer related issues.
- Remittance to India, Philippines, Bangladesh, Pakistan, Nepal
- Advising customers on purchases and provide excellent customer service.
- Handling the Local Currency as well as foreign currencies.

## CONTACT

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## SKILLS

- + Having a good knowledge of AML policies and Wage protection System
- + ABILITY TO LEARN THINGS QUICKLY
- + FOREIGN CURRENCY TRADING
- + STRONG DECISION MAKER

## LANGUAGES

- ENGLISH \* \* \* \*
- HINDI \* \* \* \* \*
- GUJRATI \* \* \* \* \*
- TAGALOG \* \*

- **Gcc Exchange (Deira Branch)**

*08/2017 - 02/2020*

FRONT LINE ASSOCIATE

- Wps, Remittance to India, Philippines, Bangladesh, Pakistan, Nepal
- WPS payment service & (WPS) Sif upload
- Handling Cash and Customer related issues.
- Company Products & Services.
- Handling the Local Currency as well as foreign currencies.
- Responsible for Cheque payments & cheque receiving from the cli
- Well known NET and RTGS transaction, Swift transfers.
- Advising customers on purchases and provide excellent customer
- Improving sales by well communicating with multi nationality cust
- Calculate total payments received during a time period and reconc
- Performed opening and closing procedures ensuring that all tasks
- Having a good knowledge of AML policies and Wage protection Sy

## EDUCATION

- **Shree Vallabh Vidhiyalaya**

*2012*

SSC Rajkot (Gujarat)

- **A V Jasani**

*2013*

HSC Rajkot (Gujarat)

- **Institute Of Advance Network Technology (IANT)**

*2016*

Hardware, Networking