



ADRIN NOEL

Looking forward to a junior-level position to enhance my career. I am adaptable and a quick learner. I can assure you of my professional and personal growth because I have what it takes to forge a successful path for both the company and my future.

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📍 DUBAI, UAE

WORK EXPERIENCE

Cashier cum Marketing Executive Al Dahab Exchange

07/2021 - Present

DUBAI, UAE

Achievements/Tasks

- Executed customer transactions regarding cash, money orders, and money exchange.
- Proficient in exchanging different currencies.
- Responsible for payroll processing through Wage Protection System (WPS)
- Perform the responsibilities of counting, sorting, and maintaining daily money required to operate the teller line.
- Delivered promotional activities to drive sales and competitiveness.
- Maintained friendly and professional customer interactions.
- Maintained balancing record with 100% rate of accuracy.
- Provide customer service toward the resolution of errors and order discrepancies. Maintain up-to-date Foreign Exchange rates and global trading
- Performed all duties as assigned by supervisor.

Supervisor Cum Accountant ➤ Macabon Moto Hub India Pvt.Ltd

07/2019 - 12/2019

KERALA, INDIA

Achievements/Tasks

- Maintained day-to-day expense & Monthly salary calculation of workers.
- Conducted quality assurance review of associate work results for performance accuracy.
- Analyzed accounts and business plans.
- Reviewed performance evaluation generated by the workers.
- Identified & developed additional tools & techniques to enhance & improve upon work integrity for all work assigned.
- Assigned entries to proper accounts.
- Organized and able to deal with multiple workload at same time.

DRIVING LICENSE

UAE, INDIA

EDUCATION

BA ECONOMICS

Fatima Mata National College Kollam (Kerala University)

SKILLS

Smart worker

Self starter

Persuasive

Result oriented

Data Analysis

Motivator

Leadership

Self Confidence

Time bound

TECHNICAL SKILLS

TALLY ERP9

MICROSOFT EXCEL

MICROSOFT WORD

PHOTOSHOP

CERTIFICATES

KNOW YOUR CUSTOMER & CUSTOMER DUE DILIGENCE
CERTIFICATE (03/2023)

Kerala State Civil Service Academy (2018 - 2019)

Tally with GST (2018)

Institute of Science Technology and Management (Under Govt. of Kerala)

Diploma in Foreign Accounting (2017)

Institute of Science Technology and Management (Under Govt. of Kerala)

Diploma in Computerised Financial Management (2017)

C-Dit (under Govt. of Kerala)

LANGUAGES

ENGLISH



HINDI



MALAYALAM



TAMIL



ACHIEVEMENTS

Participated in inter-college volley ball tournament.

Participated in inter-college cricket tournament.

Elected to the local volleyball team.