

YASAR ARAFATH M.K

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Dependable candidate bringing management experience and willingness to take on added responsibility to meet tight deadlines enthusiastic team player with a strong work ethic and advanced problem-solving skills.



PROFESSIONAL SUMMARY

1. AL MUZAINI EXCHANGE CO. Kuwait from 2012 January to February 2018

Designation: Branch in Charge

Job Description: Preparing daily transaction reports, Customers Feedbacks

- Preparing Monthly bank reconciliation
- Control & review the overall transactions of the branch
- Lead the staffs to achieve their monthly target
- Address customers & employees satisfaction issues promptly
- Organizing Marketing activities and events for the branch

Designation: Head Cashier

Job description: Handling all types of foreign currencies and transfer money all over the world

- Hands-on experience in accepting payments from customers and give change and receipts.
- Highly skilled in using scanners, cash registers, and calculations.
- Proven record of using the right process for cash handling.
- In-depth knowledge of handling in money exchange of worldwide currencies.
- Thorough understanding of counting the money is in register at the beginning and end of shift.

2. BFC Forex, Mumbai as Branch Manager from 2018 April to till date.

3. CNET Computers Ernakulum (India), as Computer Technician From 2007 August to till July 2011

EDUCATIONAL QUALIFICATION:

- **BSC Electronics.** (2003-2006), from Gurudev Arts & Science College, Kerala, affiliated to Kannur University State of Kerala India
 - **VHSE** (2001-2003), from PMSAPT Vocational Higher Secondary School, State of Kerala ,
India
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- **S.S.L.C.** (2001), from PMSAPT Vocational Higher Secondary School, State of Kerala, India

TRAINING/CERTIFICATES:

Passed **MCP (Microsoft Certified Professional) Certificate ID:5991975**
Passed **Diploma in Computer Hardware & Networking** from ECIL
Hyderabad

COMPUTER / IT SKILLS:

- Is well versed with all of Microsoft's Operating Systems.
- Expert in Microsoft Office applications – Microsoft Word, Microsoft Excel, Microsoft
Access, Microsoft PowerPoint, etc

LANGUAGE PROFICIENCY

Speaking	Writing	Reading	Understand
English Arabic Malayalam Hindi	English Arabic Malayalam Hindi	English Arabic Malayalam Hindi	English Arabic Malayalam Hindi

PERSONAL SKILLS AT WORK

- ☐ Interpersonal Communication
- ☐ Customer Service Oriented
- ☐ Effective Leader
- ☐ Organized
- ☐ Goal Oriented
- ☐ Efficient Multi-tasker

PERSONAL PROFILE:

Date of Birth	: 20/05/1986
Father's Name	: Abdulla Haji KVP
Nationality	: Indian
Driving License	: INDIA
Passport Number	: V3805460
Issue Date	: 18-10-2021
Expiry Date	: 17-10-2031

I hereby confirm that, the above-furnished details are true to best of my knowledge and belief.

Abudhabi

Yasar Arafath M.K