



# NADARSHA NOUSHAD

Teller | Accounting | Customer service | Sales

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📍 Dubai

🇮🇳 Indian

Professional with over **2+ years of experience**, Possess a unique blend of skills for any financial or sales or client-facing career. Currently, work as a Teller cum Customer Service Executive and have prior experience in Sales where received recognition as the best sales performer. Additionally, possess ability in Accounting, with the capability to manage financial transactions with precision and efficacy.

**Core Skills:** SAP FICO - Advanced | Tally ERP 9 - Intermediate | SAP MM - Intermediate | MS Office ( word, PowerPoint, Excel) - Intermediate

**Core Skills:** Communication Skill | Finance | Financial Statements | Accounting | Accounts Payable & receivables | Cash handling | Direct Sales | Retail Sales | Business Development | Customer service | Complaint resolution | Call Handling | Problem-Solving | Attention to detail | Organisation skills | Interpersonal skills.

## WORK EXPERIENCE

### Teller cum Customer Service Executive

*Sharaf Exchange LLC, Dubai | Feb 2022 - Present*

- Handle remittance transactions for local and international clients.
- Facilitate foreign exchange transactions for customers, ensuring compliance with legal and regulatory requirements.
- Performed international remittance transactions, including money transfers and foreign currency conversions.
- Carry sales of foreign exchange and other exchange-related products to customers.
- Manage the onboarding process for new companies for WPS (Wages Protection System) and ensure compliance with company policies and regulations
- Balance the cash register at the end of each shift and ensure that all cash and transactions are accounted for.
- Process salary payments for employees of other companies who utilize our exchange services.
- Provide excellent customer support by addressing customer inquiries, resolving issues, and ensuring customer satisfaction

### Financial Executive

*Allianz Cornhill Information Services, Kollam, Kerala | Mar 2021 - Dec 2021*

- Provided general accounting support.
- Supported the management of Accounts payable &Accounts Receivable.
- Performed employee reimbursement, and voucher preparation and sent various emails to stakeholders.
- Assisted with financial modelling,
- created financial reports and the analysis of financial and economic data.
- Supported core financial process, including vendor setup and payment, operational expenses, administration of banks accounts and account reconciliations.

### Sales Officer

*Reliance Jio Infocomm Ltd. Kollam, Kerala | Nov 2020 - Mar 2021*

- Promoted Jio's products and services, including mobile plans, devices, and accessories.
- Worked on sales targets and achieved the numbers - **Best Store performer in July and Aug month**
- Educated customers on the features and benefits of different products and plans, and help them choose the best options based on their needs.
- Process transactions using the point-of-sale (POS) system, including cash, credit, and debit payments, and maintain accurate records of sales and inventory.

## EDUCATION / OTHERS

**Education:** B.com GPA 8.1, Kerala University, Kerala | 2016-19

**Language Known:** English- Working proficiency | Malayalam- Native | Tamil & Hindi- Limited proficiency

**Driving License:** Valid UAE License - Light Vehicle.