



RAHEES P

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Dubai, UAE

PERSONAL DATA

Nationality : Indian
 Gender : Male
 Date of Birth : 14 April 1995
 Marital Status : Married
 Religion : Muslim
 Passport No : M5547544

LANGUAGE KNOWN

English, Malayalam, Hindi , Tamil

PERSONAL PROFILE

A pleasant, adaptable and presentable person with the willingness to learn new tasks for the betterment of my career and to the growing needs of an organization.

SKILLS AND STRENGTHS

- ✓ Good at Communication Skills
- ✓ Willingness to learn new Concepts
- ✓ Hardworking and Positive attitude
- ✓ Leadership Quality and ability to work in a team
- ✓ A self-Confident, Motivated and skilled professional with exceptional interpersonal communication skill.
- ✓ Energetic starter with the capability to deliver work with minimum supervision.
- ✓ Ability to prioritize and handle multiple tasks and projects concurrently.

CARRIER OBJECTIVE

I am seeking a professional opportunity in the field of accountant cum front office staff with an opportunity for professional career growth. To be part of an organization that promotes growth and excellence and live up to the expectations entrusted on me with dedication & hard work.

Synopsis

- More than 5+ years' experience
- 4+ years experience working in a foreign country; UAE
- Cash handling expertise
- Goal-oriented
- Self-sufficient
- Strong banking concept
- Cheerful
- People-oriented
- Excellent time management skills

EDUCATIONAL QUALIFICATION

- B Com with Co-operation Kerala University - 2016
- Higher Secondary Kerala State Board -2013
- SSLC CBSE Board - 2011

COMPUTER PROFICIENCY

- Tally ERP 9.0.
- MSOffice(MS Word, MS Excel, MS Power point)
- Computer Hardware basics.
- Internet and Mail etc.
- Adobe Photoshop

WORKING EXPERIENCE

➤ **Al Ghurair exchange, Dubai, UAE**

Position : **TRANSFER CLERK + FOREX CASHIER**

Duration : October 2021 to till now.

Works of Area

- ✓ Executed customer transactions regarding cash, money orders and money exchange.
- ✓ Online Money Transfer (Western Union, India, Pakistan, Nepal Etc...
- ✓ Maintained balancing record with 100% rate of accuracy.
- ✓ Proficient in using computers and other office equipment.
- ✓ Recorded amounts received and prepared reports of transactions.
- ✓ Processed exchange and foreign currency.
- ✓ Maintained friendly and professional customer interactions.
- ✓ Dealing with all foreign Currencies (Buying & Selling

➤ **Redha Al Ansari exchange, Dubai, UAE**

Position : **TRANSFER CLERK**

Duration : October 2019 to August 2021

- ✓ Executed customer transactions regarding cash, money orders and money exchange.
- ✓ Online Money Transfer (Western Union, Indian TT, BTR, ET, Fast Money, etc....)
- ✓ Maintained balancing record with 100% rate of accuracy.
- ✓ Proficient in using computers and other office equipment.
- ✓ Recorded amounts received and prepared reports of transactions.
- ✓ Processed exchange and foreign currency.
- ✓ Maintained friendly and professional customer interactions.
- ✓ Performed all duties as assigned by supervisor

➤ **BSJ AND ASSOCIATES CHARTERED ACCOUNTANTS KANNUR, KERALA, INDIA.**

Position : **ASSISTANT ACCOUNTANT**

Duration : 01-08- 2016 to 23-09-2017

Works of Area

- ✓ Clerical works, petty cash management, voucher preparation.
- ✓ Bank Reconciliation Statement.
- ✓ Day to Day Accounting, Book keeping...etc.
- ✓ Vouching and scrutinizing invoices, ledgers and vouchers.
- ✓ Assisting in Internal and External Auditing activities
- ✓ Tax(GST) Filling

➤ **FORMOST NETWORK KANNUR, KERALA, INDIA.**

Position : **FRONT OFFICE STAFF"**

Duration : Nov 2017 to Aug 2019.

Works of Area

- ✓ Sub agent for Western Union Money Transfer, Xpress Money, Transfast, Ria Money, Money Gram & Airtel Money
- ✓ Online Money Transfers (International & Domestic)

DECLARATION

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief.

RAHEES P