

To,

The Human Resource Manager

Dear Sir,

Since I am looking for a challenging job at your prestigious organization, I enclose my Curriculum Vitae for a suitable post where I my skills, creativity, knowledge and potentials would effectively be utilized to achieve the organizational and personal objective.

For further contact, quoting below are my Mobile No. And E-Mail address:

Mobile No : 7907222062
E-mail : niyazcholayil@gmail.com
Current City : Malappuram, India

Thanking You
With Best Regard

Niyas cholayil

NIYASCHOLAYIL

Mob: +91 7907222062

E-mail: niyazcholayil@gmail.com,



Achievements driven, six years experience in UAE as **Foreign Currency Cashier** at **AL ANSARI EXCHANGE LLC** and Master of Business Administration in Finance and HR. Effective leader with ability to empower management and lead teams to achieve business and company objectives. Willing to relocate to any city or country.

EXPERIENCE SUMMARY

TELLER (FCY): AL ANSARI EXCHANGE LLC February
2014 to 2019 December

- ✓ Achieving the required no of transaction as per branch quota on time
- ✓ Highly accurate in making bulk and challenging transactions, including effective follow ups.
- ✓ Expertise and knowledge with all AL Ansari exchange products.
- ✓ Experience in handling cross culture (multi nationalities) clients in vast environment providing best possible service with standard etiquettes.
- ✓ Provided best quality services to external customers(clients) and internal(Business partners, management and co-employees)

- ✓ Made and maintained good customer relationship without annoying or filed a single complaint against me.
 - ✓ Exhibits co-operation and active participation when working in a group.
 - ✓ Promoted team work when working in a group
 - ✓ Trained new co-workers regarding product knowledge, roles and responsibilities etc.
 - ✓ Handling of no. of tasks simultaneously (attending customers, resolving customer complaints effectively and smoothly, documentation, filing records up to date, marketing for new products and various promotions held for Al Ansari exchange)
 - ✓ Identifying objectives of every task and have the ability to analyze problems situations quickly and accurately.
 - ✓ Sent clear, concise, accurate and timely verbal and written communication.
 - ✓ Used appropriate and tactful words in dealing official business with employees and clients.
 - ✓ Maintained harmonious professional working relationship with clients as well as co-workers.
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ACCOUNTANT: ZEPHYR TECHNOLOGIES &SOLUTION PVT.LTD.
 Calicut, Kerala, 2012 to 2013

Report Directly to Accounting Supervisor.

Efficiently Manage the overall daily operations in ways consistent with strategic goals and performance targets directly related to posting, clearing GL account and monthly reconciliations of expenses, accounts payable/receivables, Goods and Invoices received posting, bank statement upload and clearing, JE quality check, preparation of financial reports & Customer Relationship management.

PROFESSIONAL QUALIFICATIONS

✓ **MBA (Finance& HR)**

Anna University, Chennai, India (2013) CGPA-7.0

✓ **Bachelor of commerce**

Calicut, university-2010

PROFESSIONAL TRAININGS ATTENDED

SAP R-3 (FI/CO)

G/L Operations	: Accounts payable
Accounts receivable	: Asset management
Banking procedures	: Tax settings
Controlling	: Financial statement

PERSONAL INFORMATION

Date of Birth	:23/03/1989
Marital Status	:Married
Gender	:Male
Languages	:English, Arabic, Hindi& Malayalam

✓ **UAE Driving License Holder**

References

Available upon request