

**SHAIK ASHRAF SAHEB**

Contact No- 054-4886431

ashrafshaik793@gmail.com

**Education**

- Bachelor of Commerce (B.COM),(Economics, Finance) from Periyar University, India

**Experience**

Organization : U A E Exchange LLC  
Designation : Senior Officer - FC Cashier/Customer  
ServiceDuration : June 2012 to Till Date

**Job Responsibilities:**

- Foreign currencies purchasing & selling, and allied products cross selling.
- Accounts opening, Cash supervisor with a wide range of experience in dealing all major foreign currencies.
- International Swift Transfer and Banking, Non Banking and Transactions handling.
- Provide customers with information regarding services and latest products.
- Follow the Company "Anti Money Laundering & Know Your Customer" guidelines through internal Policies and advised by CBUAE.
- Supervise daily work in cash area and counter customer service as and when assigned.
- Promoted Sales Referrals and Cross selling programs related to products.
- Maintaining Customer relationship and solving their queries.
- Processing Error free teller transactions as per laid down procedure and guidelines.
- Evaluation and arrangement of funding amount to deposit with bank and Cash Processing Centre.
- Ensure Quality customer service all the time with Zero Complaints.
- Giving on the job training to new staffs.
- Multi tasking as per the branch requirement and handled well in busy hours.

**Personal Details**

Nationality : Indian  
Languages Known : English, Telugu, Kannada, Hindi, Urdu, Tamil and Malayalam  
Marital Status : Married  
Passport Number : N9802912  
Date of Birth : 03-Jun-1971

**Declaration**

I hereby affirm that the aforesaid details are true to the best of my Knowledge.

Shaik Ashraf Saheb