

CURRICULUM VITAE

MOHAMMED SHAHINSHAH SULTHAN

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Objective

Seeking for a challenging position in **Administration/Customer Service** with a reputed organization, and to utilize my skills and abilities that offers ample scope for personal & professional progression, to contribute towards the quantitative and qualitative enhancement of the organization.

PROFESSIONAL EXPERIENCE

- Promotes and pertains company products and services to satisfy customer's financial needs and goals.
- Ensured all problems, complaints, queries are handled quickly, efficiently and Tactfully.
- Handling inward and outward remittances
- Process financial transactions such as deposits, payments, processing wire transfers and various drafts
- Disbursing salaries to corporate customers (WPS)
- Reviews compliance of remittance and foreign currency buying and selling transactions with AML norms.
- Purchase and sale of foreign currencies
- Identifying damaged, mutilated, altered and counterfeit money
- Performs other related function that may be assigned from time to time including but not limited to administrative and office works

Professional Skills

- Good communication skill.
- Ability to work under pressure as an individual & member of a team.
- Cheerful, Quick understanding capacity.
- Desire to learn new things.
- Flexibility in work area.
- Good Leadership quality.

EDUCATIONAL CREDENTIALS

Bachelor of Commerce – B.com 2013-2016

Madrass University

Kumbala Accademy, kasargod kerala

Intermediate 2012

Commerce

Mic school , chattanchal

High School 2010

Saadiya English Medium School Kerala –India (CBSE)

Work Experience

□ TELLER/CUSTOMER SERVICE

COMPANY: AL DAHAB EXCHANGE, ABUDHABI

{November 2018 TO PRESENT}

Duties and Responsibilities:

- Answering the queries and coming up with the solution.
- Satisfying customer needs.
- Making good relationship with the existing customers.
- Presenting companies new offers and developing the business.

Achievements:

- Successful in meeting customer satisfaction Index.
- Successful as team player.
- Successful in presenting and negotiating.

Personal Profile

Date of Birth : 01-01-1995

Nationality : Indian

Visa Status : Residential visa

Marital Status : Married

