

Mehul Mandaliya

Cashier / Teller

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📍 DUBAI

PROFILE

I have been trained on a diverse range of topics and have experience in generating human-like text, answering questions, providing explanations, engaging in conversations, and assisting users in various tasks. CASHIER with 5 years of experience in buying and selling securities. Demonstrated expertise in creating financial plans for individuals and organizations. Talented at presenting investment options based on customer needs and risk tolerance. Successfully retained clients by exceeding service expectations to increase customer satisfaction.

PROFESSIONAL EXPERIENCE

Al Dahab Exchange, CASHIER

February 2021 – March 2023 | DUBAI, UAE

- Having a good knowledge of AML policies and Wage protection
- System (WPS)
- Buying and selling foreign currencies
- Dealing with customers of different nationalities and providing the best of services
- Attempt to resolve issues and problems with customers accounts
- Report suspected AML transaction to complaintsofficer
- Minimizing and reducing customers waiting time and at the same time maintain accuracy in payments, transaction posting and receipts
- Manage and tally cash on daily basis
- Wps sif upload
- Cash and cheque receiving
- Add new employee
- Register new company
- Make C3 or Wps card for new employee

MAWARID EXCHANGE (Terminated Due Too covid situation), CASHIER

February 2020 – August 2020

DUBAI, UAE

- Handling Cash and Customer related issues
- Remittance to India, Philippines, Bangladesh, Pakistan, Nepal
- Advising customers on purchases and provide excellent customer service
- Handling the Local Currency as well as foreign currencies

Gcc Exchange, FRONT LINE ASSOCIATE

August 2017 – February 2020

DUBAI, UAE

- Wps, Remittance to India, Philippines, Bangladesh, Pakistan, Nepal
- WPS payment service & (WPS) Sif upload
- Handling Cash and Customer related issues
- Company Products & Services

- Handling the Local Currency as well as foreign currencies
- Responsible for Cheque payments & cheque receiving from the client
- Well known NET and RTGS transaction, Swift transfers
- Advising customers on purchases and provide excellent customer
- Having a good knowledge of AML policies and Wage protection System
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Completed opening and closing procedures each day.
- Delivered outstanding customer care with proactive sales and listening skills.
- Checked notes carefully to spot counterfeit currency.
- Redeemed stamps and vouchers against transactions.

EDUCATION

A V Jasani, H S C	2013 Rajkot (Gujarat), INDIA
Shree Vallabh Vidhiyalaya, S S C	2012 Rajkot (Gujarat), INDIA
Institute Of Advance Network Technology (IANT), Computer engineering	2016 Rajkot (Gujarat), INDIA

LANGUAGES

ENGLISH

HINDI

GUJARATI

TAGALOG

SKILLS

Customer advising • Payment processing • Cash drawer management

Cash counting machine operations • Cash handling • Currency counting • Money management

Exchange rate expertise • Quick calculations • Foreign Currency