

**MUHAMMED
RIYAZUDHEEN KP**



Permanent Address

Kunnath padikkal (H)
Kolamangalam
Valanchery (PO)
Malappuram (Dist.)
Kerala, 676552

E-mail

riaz.kp.oz@gmail.com

Mobile

+971 547400919 (UAE)
+91 9633678602 (India)

Personal Data

Date of Birth : 08-01-1996
Gender : Male
Father : Asharaf KP
Mother : Jameela KP
Marital Status : Single
Passport No : P0922813
Date of Expiry : 20/06/2026
Nationality : Indian

OBJECTIVE

Diligent and resourceful professional with four years of foreign exchange market experience with managing branch operations. Looking opportunities where I can utilize my skills while enhancing the company's productivity and reputation.

EDUCATION

- **Master of Business Administration (MBA)** 2016-2018
NICHE Kanyakumari
- **Bachelor of Business Administration (BBA)** 2013-2016
Calicut University

EXPERIENCE

- ❖ Four years of experience as a Sales consultant (Branch incharge) in National Finance and Exchange WLL (BAHRAIN).

Responsibilities and duties

- Receiving and handling customer remittance inquiries and transactions.
- Conducting related sales and marketing activities.
- Guiding customer in filling out forms.
- Collecting required supporting documents.
- Ensuring completeness of forms.
- Resolve escalated customer service issues and inquiries promptly and efficiently.
- Assist in a wide variety of customer services and administrative tasks to resolve customers' issues timely and efficiently.
- Provided fast and friendly customer services engaged in foreign exchange transactions.
- Follow up with customer.
- Handling inquiries concerning account opening process.
- Handling inquiries concerning account status.
- Recording transactions, which involves logging checks and preparing transaction reports.
- Counting and packaging currency.

Languages Known :

English.
Malayalam.
Tamil.
Hindi.
Arabic.

HOBBIES

- Watching Motivational Videos
- Information gathering
- Playing football
- Browsing Community Service

SOCIAL



<https://www.linkedin.com/in/muhammed-riyazudheen-b73813130>

- Exchanging foreign currency.
- Promoting the bank's products and services.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Processes return transactions.
- Maintains a cash float and follows balancing and reconciling procedures.
- Prepares daily 'End of Day' sheet at the close of each business day.

SKILLS

- Strong interpersonal and organization skill.
- Strong leadership and motivational skill.
- Ability to handle pressure.
- Excellent communication skill.

COMPUTER SKILLS

Operating System	Windows /Linux
Office tools	Microsoft office
Data Entry	English

Computer Hardware & Network maintenance (KELTRON)

DECLARATION

I, MUHAMMED RIYAZUDHEEN KP do hereby declare that the above details are true to the best of my knowledge and shall be responsible for any mistakes above.

MUHAMMED RIYAZUDHEEN KP