

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

Feb 2021 – Mar 2023 | DUBAI, UAE

CASHIER

- 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)

Feb 2020 – Aug 2020 | DUBAI, UAE

CASHIER

- 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

Aug 2017 – Feb 2020 | DUBAI, UAE

FRONT LINE ASSOCIATE

- 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

2013 | Rajkot (Gujarat), INDIA

H S C

Shree Vallabh Vidhiyalaya

2012 | Rajkot (Gujarat), INDIA

S S C

**Institute Of Advance Network Technology
(IANT)**

2016 | Rajkot (Gujarat), INDIA

Computer engineering

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