

**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 year experience as a Remittance Cashier 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.

## **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**