



Mohammad Moulana

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I am seeking a position that promotes continuous learning and creativity, while providing exposure to new ideas and professional growth opportunities.

Professional Experience

U A E Exchange Centre LLC

06/08 - 09/11

Foreign Currency Cashier

- Managed foreign currency purchasing, selling, and cross-selling of allied products
- Successfully opened NRE accounts and issued pan cards while overseeing cash operations for international swift transfers and banking transactions
- Provided excellent customer service by offering information on services and account status
- Supervised daily administrative tasks such as document typing, telephone traffic, faxing, and mail
- Boosted sales referrals and cross-selling program efficiency
- Maintained strong customer relationships by resolving queries and concerns

V K C credit and Forex services limited (India)

10/11 - 12/13

Telemarketing Executive

- Calling Customers to Canvas and Sell Our Products.
- Introduce our products and services over the phone to customers.
- Maintaining Customer relationships and solving their queries.
- Prospecting and Lead Generation.

LM Exchange Co

04/14 - 06/17

Foreign Currency Cashier

- Foreign currencies purchasing & selling, and allied products cross selling.
- NRE accounts opening, pan cards issuing, Cash supervisor with a wide International Swift Transfer and Banking, Non Banking Transactions.
- Provide customers with information regarding services and status of Account activity.
- Supervise daily work low in areas of document typing, telephone traffic, faxing and mail.
- Promoted Sales Referrals and Cross selling programs related to products.

Bio care Pvt Ltd.

09/17 - 06/23

Area sales manager

- Cross selling allied products and new products.
- Arranging the payments and funding the amounts.
- Customer queries handling and solving the complaints

Education

SV University

06/03 - 06/07

Bachelor of Arts (Economics, Statistics)

Languages Known

- English
- Hindi
- Tamil
- Telugu
- Urdu

Key Skills

- Financial Analysis
- Excellent Customer Service
- Problem Solving
- Attention to Detail
- Team Work
- Time Management
- Cross Selling

References

Abdul Nizar - Supervisor , UAE EXCHANGE CENTRE LLC
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