



## **SADIQ ALI MKP**

**056 9596266**

mkpsadiq@gmail.com

### **CAREER OBJECTIVE**

Seeking to work with professionally managed organization & adds value to concerns, to be fast focused & flexible towards achieving the goals. To develop my skills & abilities through hands on experience & learning from the best. A career where i can utilize my expertise & knowledge with opportunity for growth & advancement & prove to be flexible to a challenging department within the organization

### **PROFESSIONAL AND PERSONAL PROFILE**

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Sufficient experience in banking and exchange Industry. Knowledge in different clerical works, customer service, and foreign currency exchange retail banking. Excellent customer relations and customer service skills. Fluent in English both written and oral. Proficient in use of e-mail, MS application, with good typing skills. Works well under pressure, resolve issues, achieve goals and objectives, and has the ability to perform multi-tasks

### **WORK EXPERIENCE**

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#### **WHYTAL PRIVATE LTD (INDIA,KERALA)**

##### **[ DEALER ]**

From 2021 To Till Date

#### **TRAVELEX WORLDWIDE MONEY EXCHANGE (UAE)**

##### **[ SALES CONSULTANT ]**

From 2014 To 2020

### **RESPONSIBILITIES AND NATURE OF DUTIES**

- Greeting and entertaining the customers with smile.
- Maintain high standard of service and hospitality to customers.
- Buying and selling of various kind of Foreign Currencies

### **CONTACT**

**056 9596266**

#### **EMAIL:**

mkpsadiq@gmail.com

### **LANGUAGES**

English, Hindi, Malayalam,& Arabic

### **RELIGION**

Islam

### **NATIONALITY**

Indian

### **DATE OF BIRTH**

05-MAY-1986

### **VISA STATUS**

VISIT VISA

- Pay-out domestic and international incoming remittances.
- Recording the inflow and outflow of cash payment
- Accepting cash / cheque from customers and generating receipts.
- Preparing the cash to deposit and handing over to the collection team.
- Deposit the Cheque in Collection to the correspondent banks.
- Tallying Cash in Hand every end of the day.
- Generate Cash summary report and submit to the Branch Manager.
- Promote instant cash services via customer education and cross-sell referrals

**REDHA AL-ANSARI EXCHANGE, DUBAI, UAE.**  
**[TELLER/CUSTOMER SERVICE EXECUTIVE.]**

From 2011 to 2013

**METRO CONSTRUCTIONS LTD**  
**[SITE SUPERVISOR]**

From 2008 to 2010

- Coordinating with the site regarding queries, modification etc
- Preparing reinforcement details as per Engineers instruction.
- Preparing drawings coordinating with site Surveyors and Engineers
- Preparing as built drawings.
- Site supervising

**SEMINAR ATTENDED**

Anti-Money Laundering (AML) Seminar conducted by Redha Al Ansari Exchange in 2011 and 2012

## EDUCATIONAL QUALIFICATIONS

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- AUTOCAD CIVIL DRAUGHTSMAN (TECHNO CAMPUS,2007)
- PLUS TWO (Board of higher secondary Examination, Govt. of Kerala, India, 2005)
- SSLC (Board of higher secondary Examination, Govt. of Kerala, India, 2005)

## TECHNICAL SKILL

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MS-Office, Autocad,

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

**SADIQ ALI MKP**