

**SHEIKSYEDALI JAMAL**

2/1d south thaikkal Street Kallidaikurchi Tirunelveli district

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OBJECTIVE: -

To be engaged in a reputable work that will provide opportunities for integration And application of professional and management skills and a challenging position which Will harness my full potential and offer self-fulfilment and self-advancement wherein I Could contribute to the growth of the company

Professional Prologue**Experience**

1. Result-driven dynamic professional with 18 years relevant experience with UAEEXCHANGE CENTRE LLC as a Customer Service executive and Branch Head FC Cashier.

Present Duties and Responsibilities – Branch Head Cashier.

- ⌘ Arranging and transferring the cash for AED cashiers.
- ⌘ Giving training for new cashiers.
- ⌘ Strictly following UAE central bank rules and regulations.
- ⌘ Identifying the fake notes and reporting.
- ⌘ Greet and assist guests and ensure all arrangements with respect to their transactions and payments.
- ⌘ Handling Customers visited to the branch for foreign currencies.
- ⌘ Coordinating with Foreign Exchange Department and quoting the rate for buying and selling of currencies in the branch.
- ⌘ Counting out large amounts of coins and paper money.
- ⌘ Maintaining good customer relations.
- ⌘ Coordinating with Internal and External Auditors.
- ⌘ Cross verifying the total branch stock in terms of LC & FC with branch accountant and maintaining the Optimum balance to minimize the risk
- ⌘ Handling corporate clients for foreign currencies and high value transactions across the globe.
- ⌘ Cross-selling the Bank's services to customers.

- ⌘ Asking customers questions to identify their exact needs.
- ⌘ Carrying out general office duties such as operating fax machines, photocopying and printing.
- ⌘ Handling customer's traveller's cheques.
- ⌘ Maintaining good rapport with competitor's business houses and dealing with them for currencies

Trade foreign currencies

- ⌘ Buy or sell foreign currencies or valuta on the foreign exchange market on your own account or on behalf of a customer or institution in order to make a profit.

Maintain records of financial transactions

- ⌘ Collate all the financial transactions done in the daily operations of a business and record them in their respective accounts.

Knowledge: Foreign valuta

- ⌘ The currencies of different countries such as the euro, dollar or yen including their exchange rate and the methods of currency conversion

KEY SKILLS AND COMPETENCIES: Professional

- ⌘ Can communicate effectively with members of the public.
- ⌘ Able to perform work accurately.
- ⌘ Superb Fc dealing skills.
- ⌘ Experience of handling cash in large numbers.
- ⌘ Identifying any customer service failings and then bringing them to the attention of senior managers.
- ⌘ Can work at a fast pace in order to meet established deadlines.
- ⌘ Detail orientated with a high degree of accuracy.
- ⌘ Able to inspire the trust of others.
- ⌘ Physically fit and able to lift and carry heavy cash drawers, coin bags, and boxes.
- ⌘ Handled varies software (Amigo , western union ,Xpress Money ,XCQ)

QUALIFICATION: -

- ⌘ Higher secondary school passed 1998.

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Personal Vitae

Nationality : Indian

Marital : Married

Status

Visa Status : Visit VISA

Languages Known : English, Tamil, and Malayalam

Date of birth : 02-01-1981

Hobbies : Reading books, watching sports