



# GOKUL B NAIR

## EXECUTIVE CASHIER

### CONTACT



[b.gokulnair@gmail.com](mailto:b.gokulnair@gmail.com)



0563684277



Dubai, UAE

### EDUCATION

**Diploma in Aviation, Hospitality, and Travel Management**  
**Frankfinn Institute of Airhostess Training.**  
**Bachelor of Commerce**

### SKILLS | EXTRAS

- Accounts payable and receivable
- Document control
- File management
- Reporting skills
- Accounting understanding
- Training and development
- Financial oversight
- Database Management
- Reporting and documentation
- Strategic Planning
- Executive presentation development
- Inventory replenishment
- Meeting planning
- Strong problem solver
- MS Office

### LANGUAGE

English, Hindi, Malayalam, Tamil

### REFERENCE

Mr. Sujith Asanka

Designation: Supervisor at Redha Al Ansari

Email: [Sujithasanka1985@gmail.com](mailto:Sujithasanka1985@gmail.com)

Contact: 0564492944

Highly trained and knowledgeable Administrative Leader with almost 4 year's proven expertise in managing high- level operational needs in Foreign Exchange and Sales Settings. Well-coordinated in approach to internal or external requirements to deliver consistent results. Systematic, quality-driven and hardworking with excellent project management, planning and relationship-building abilities.

### WORK EXPERIENCE

#### Executive Cashier Cum Teller

*Redha Al Ansari, Dubai, U.A.E, 04/2021 – 05/2023*

- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- Open / close branches as required and ensuring all tasks and checks are completed
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provides support and information to customers, over the counter and by phone
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day
- Training fresh joiners about the rule and procedures of money exchange business
- Procurement of currencies for export and other related inter branch transfers
- Ensuring proper remittance of money to the customer accounts
- Identifying fake currencies & Corporate remittance and exchange
- Proficient in using REA World Exchange Software & currency card transactions
- Strong customer relations and proficient in converting all walk in customers into transactions

#### Executive Cashier- Airport Counter

*EBIXCASH World Money Limited, Kerala, India, 06/2019 – 04/2021*

- All ground level Airport Authority works extending from Operations, Commercials, Finance, Security
- Procurement of currencies for export and other related inter branch transfers
- Represent company for various Airport Authority, RBI peripherals.
- Internal Auditing and track of documentations
- Ensuring proper remittance of money to the customer accounts
- Answering customer queries and complaints.
- Airport Business acquisitions and Business briefing.
- Updating and maintenance of business reports
- Maintain high quality in business operation.
- To assist customer with special requests.