



Syed Shoaib Ahmad

Associate Teller

My Contact

✉ Shoaib3361@gamil.com

☎ +971-0506400963

📍 Rola old building Near Al Rafa
Bus stop bur Dubai

Hard Skill

- Financial modeling and reporting
- Data mining and analysis
- Maintain financial records
- Electronic communication
- Attention to detail.
- Customer Services

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Driving Skill

- Turns: speed and use of signals.
- Braking smoothly: gradually slowing to a stop.
- Accelerating smoothly: steadily increasing to a safe speed within the posted limit.
- Approaching intersections controlled by stop signs or lights.
- Determining right of way.
- Single-lane and multi-lane roadways (low speeds).

Education Background

- University of the Punjab
Bachelor in Commerce
Completed in 2014
- Pakistan College of Commerce
Intermediate in Commerce
Completed in 2011

About Me

I am a Talented Foreign Exchange Teller adept at processing customer transactions, counting money, and maintaining a balanced cash drawer with high accuracy. I am trained in all aspects of opening and closing procedures.

Professional Experience

Dollar East Exchange Co. | Financial Services

2017 – 2023

Key responsibilities:

- Foreign exchange cashiers process cash transactions from clients in national and foreign currencies.
- Provide information on the conditions and exchange rates for buying and selling foreign currencies,
- Make money deposits and record all foreign exchange transactions, and check for money validity.
- Prepare reports on the above information and communicate the insights of these reports to the broader business.

International Remittance

Key responsibilities:

- Receive/issue cash transaction instruments like Remittance, Western Union, Money Gram, Ria Money
- Transfer, currency exchange, Demand draft, Telegraphic Transfer, and value-added services transaction payments

Certificates

2017– 2022

Prevention Fraud Awareness
Dollar East Exchange
Anti-Money Laundering and Counter
Financing of Terrorism (AML/CFT)
Dollar East Exchange
Western Union
Dollar East Exchange