



ABDUL GAFOOR K.A

Contact



+971507172668



abdulgafoorka5@gmail.com



Deira, Dubai, UAE

Personal Data

- D.O.B: 07/10/1999
- Nationality: Indian
- Marital Status: Single

Technical Skills

- Microsoft Office
- **VLOOK-UP**
- Outlooks
- Ubuntu
- Documentation

Management Skills

- Prioritize tasks effectively for self and team
- Decision making ability
- Strong communication skills
- Exceptional organizational skills
- Critical thinking
- Team player

Language

- English
- Hindi
- Malayalam
- Arabic
- Tamil

Profile

I am a confident, honest and hardworking individual with extensive knowledge of supporting a management in all areas of a company, possess effective organization skills and proficiency with administration and practical tasks. including planning and implementing the decisions with the help of colleagues. A quick learner who can absorb new ideas and can communicate clearly and effectively with colleagues, clients and senior manager.

Experience

02/01/2021 - PRESENT

AL RAZOUKI INTERNATIONAL EXCHANGE LLC, UAE

JUNIOR OFFICER/ TELLER

- Receive/issue cash transaction instruments like remittance, foreign currency exchange, WPS, Demand draft, TT, and value added services transaction payments etc.
- Collect cash against any transactions.
- Provide cash against transaction / vouchers
- Collect cash against receipt vouchers.
- Be available to open and the close the branch.
- Receive foreign currency from the authorized person.
- Complying AML policy & procedures.
- Assist cash checker in weekly/monthly cash count.
- Report to BM/Br. Supervisor about any discrepancy in cash count or fake notes
- Purchase & sell of foreign currency.

Academic Qualifications

- **Bachelor of Arts**
(Afzal ul Ulama)
- **University of Calicut**
(2018 - 2021)

Declaration Statement

I hereby declare that all the information furnished above is true to the best of my knowledge.

ABDUL GAFOOR K.A