



MOHAMMED NIHAZ

✉ nihazkoyam@gmail.com ☎ 9901560396 📍 Thirthahalli, Shimogga
👤 U9750931 🇮🇳 Indian 📅 20/02/1997

Profile

Highly motivated and certified professional looking forward an exclusive opportunity in a challenging environment, which will help me to grow stronger and healthier in my career life. Now looking for suitable position with a company which offers genuine opportunity for progression and where i can make a significant contribution

Professional Experience

08/2022 – present

CASHIER

Redha Al Ansari exchange

Dubai,
United Arab Emir
ates

- Receive /issue cash transaction instrument like remittance, foreign currency exchange and value-added services transaction payments, etc.
- Proficient in exchanging 30 different currencies.
- 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.
- Report to Branch In charge or Branch Supervisor about any discrepancy in cash count or fake notes.
- Complying AML policy & procedures as per the guideline of CBUAE.
- Maintained friendly and professional customer interactions.
- Perform all duties as assigned by supervisor.

10/2020 – 12/2021

JUNIOR PROCESS ASSOCIATE P2P

Continuserve softech India pvt ltd

Bangalore, India

- For Non-voice accounts, payable Process. on Billing, Procure to Pay for US and UK clients.

- Involved in Processing the invoices and other processes like verification, making payments, timely follow-ups, validations, reconciliations, etc
- Recieving, processing, verifying and reconciling invoices to complete payment in timely manner by checking documents like bill of lading and proof of delivery.
- Updating the banking information and updating the address details of vendor
- Providing payment status details for the vendor.

Education

07/2018 – 07/2020	Master of business administration <i>Srinivas college of management & commerce</i> Finance and Human resource	Mangalore, India
06/2018 – 07/2020	Bachelor of commerce <i>Govt first grade college</i>	Thirthahalli, India
06/2013 – 04/2015	Pre university college <i>Govt pu college</i>	Malur, India

Languages

- English
- Hindi
- Malayalam
- Arabic

Personal qualities

Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Ability to work in a team	<div><div></div><div></div><div></div><div></div><div></div></div>
Hard worker	<div><div></div><div></div><div></div><div></div><div></div></div>
Time management	<div><div></div><div></div><div></div><div></div><div></div></div>

Declaration

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

Mohammed nihaz
Dubai, SEP 2023