



## SYED TAHA



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### PERSONAL DETAILS

Date of Birth: 25/06/1995

Nationality: Indian

### TECHNICAL SKILLS

- Tally, ERP-9,
- MS. Office
- Internet Applications
- Counterfeit Currencies Identification
- Superior Customer Service
- Anti-Money Laundering
- Persuasive Selling Skills

### LANGUAGES

- English
- Hindi
- Urdu

### SKILLS SUMMARY

4 + years of experience in handling cash and customer service in India & UAE

Accounting software exposure with sound MS Excel Skills.

Possess demonstrated ability to work effectively and congenially with employees at diverse levels. / Strongly commercial with excellent communication and influencing skills.

Ability to quickly adapt myself with the working environment of a new and large organization;

To work under pressure and generally produce good results;

Self-motivated and result oriented individual with sound knowledge and understanding of principles underlying good planning, implementation and control aspects.

### WORK EXPERIENCE

#### Remittance Staff

Al-Ghurair Intl Exchange UAE, May 2022- Present

Process Successful Transactions for money exchange, Remittance, Western Union, Instant Cash, Ria Money, Transfast and Value Added Product.

Extended superior customer service by attending to customer queries complaints, amendements and cancelation as per procedures.

Identify and report any suspicious customer activities to the relevant department.

Accept and physically keep a tally of cash amount.

Prepare end of day report..

Develop and build good Relationship with the customers.

Undertake KYC as detailed by the UAE Central Bank Policy.

WPS company registration, ATM cards, Salary deposit.

GPSSA registration & pension payment.

Cross-sell against the various products.

Selling and buying foreign exchange currancies .

#### Accountant

Yaqoob & Associate, 2018-2020

Petty cash management

Bank reconciliation, Vendors, Suppliers, Customers

Bookeeping (Journal Entries and Accounting)

Processing of invoices, Bills, Purchase orders, sale order

Purchase order from procurement to payment, sales order.

Bill receivabable and bills payables

## ORGANIZATIONAL SKILLS

Skills of communication in career  
Very Energetic result oriented  
and organized.

Good communication skills.

Practical Skills For Using Tools  
Ability to work long hours and  
Under Pressure.

Pleasant personality, self –moti-  
vated and hard working.

## EDUCATION HISTORY



- **Bachelor of Commerce** - Himalayan Garhwal  
University, Uttrakhand, India

## CERTIFICATIONS



**Tally ERP-9**