













IRSHAD ELEYAPARAMBIL MOIDEENKUNHI

Friendly Head Cashier cum Customer Service Executive Dedicated to Increasing Team Performance and Improving Customer Satisfaction. Successful Track Record in Challenging, Dynamic Environments. Gifted Manager and Leader with Strong Communication, Interpersonal and Planning Abilities.

PERSONAL DETAILS

-  **Name**
Irshad Eleyaparambil Moideenkunhi
-  **Address**
Dubai, Dubai,
-  **Phone number**
0566263765
-  **Email**
irshadem202@gmail.com
-  **Driving licence**
Indian
-  **Gender**
Male
-  **Date Of Birth**
28/01/1995
-  **Nationality**
Indian
-  **Marital Status**
Married
-  **LinkedIn**
<https://www.linkedin.com/in/irshadeleyaparambil-moideenkunhi-216097163>

LANGUAGES

English
Hindi
Tamil
Malayalam



WORK EXPERIENCE

- Jan, 2019 - Mar, 2023 **HEAD CASHIER CUM CUSTOMER SERVICE OFFICER**
[Emirates India International Exchange, Alain, Abudhabi, UAE](#)
 - Provide Fast and Excellent Customer Service in a very Professional Way Complying with SGOT Rule (Smile – Greet – Offer – Thank).
 - World Wide Remittance.
 - Wages Protection System (WPS) service.
 - Foreign Currency Exchange.
 - Deposit Cash and Cheque.
 - Distribute Cash to Staff.
 - Marketing Activities like Company and Camp Visit, Telemarketing, Online Marketing through Social Media.
 - Promotion and Cross Sell New Products and Services Introduced by the Company among customer's.
 - Provide Adequate and Necessary Information when ever Required to Head Office or Various Department of the Company.
 - Check and Verify the Cash, Cheques, Foreign Currency at End of the Day.
 - Submit Daily Cash, Cheque and Foreign Currency Reports to Manager
 - Proper KYC Registration For Remitter, WPS and Corporate Customers.
 - Collect all Supporting Documents for the Transactions Conduct and Arrange for Keeping them in Files as per the Uniform Filing System and AML Policy of the Company.
 - Handling Customer Complaints and Follow up.
 - Respect and Comply with AML Rules, Policies, and Procedures of the Company.
 - Achieve Monthly Target (Remittance, WPS, FC, Utility Services).
 - Train to New Staffs.
- Aug, 2018 - Nov, 2018 **STOREKEEPER**
[Crystal Land Mineral Water LLC, Jabel Ali, UAE](#)
 - Maintain Accurate Inventory Records.
 - Receive, Inspect and Store Incoming Goods.
 - Prepare and Dispatch Orders.
 - Collect Cash and Cheque.
 - Ensure Stock Levels are Adequate
 - Monitor Product Quality and Expiration date.



EDUCATION AND QUALIFICATIONS

- Jun, 2013 - Mar, 2016 **Bachelor of Commerce**
[University of Calicut](#)
- May, 2016 - Feb, 2017 **Diploma in Manual and Computerized Accounting**
[Accountant's Academy](#)



SKILL

Cashier skills	★★★★★
Customer Service skills	★★★★★
Accountant's skills	★★★★★
Marketing skills	★★★★★
Communication skills	★★★★★
Tally erp	★★★★★
Microsoft Office	★★★★★



ACHIVEMENTS

Successfully Completed AML &CTF Training in FERG



DECLARATION

I irshad hereby declare that all the above information is true as per my knowledge and belief.