



// CONTACT

📍 Address : Oud Al touba, Al malayim street Villa No.37, UAE

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+971 52 259 9355

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// PERSONAL DETAILS

DOB : 03-05-1987
Nationality : Indian
Marital Status : Married
Gender : Male

// KEY SKILLS

- ▶ Leadership
- ▶ Team Player
- ▶ Problem Solving & Analytical Skills
- ▶ Positive Attitude
- ▶ Adaptable
- ▶ Quick Learner
- ▶ Excellent Communication Skills
- ▶ Administration Skills
- ▶ Organization Skills
- ▶ Critical Thinking
- ▶ Positive Attitude
- ▶ Time Management
- ▶ Customer Relation

BIJO BABY M

CASH TELLER (Ready to Join)

Over years of responsible corporate experience as an cash teller with a proven record of accomplishment in the areas of accounting, customer relations, scheduling, staff supervision, and general office operations. Leadership skills that allow me to work effectively with other people at all levels. Seeks to obtain a position as a Bank Teller utilizing skills and training in cash handling and the ability to provide direct customer services in an effective manner.

// EXPERIENCES

- **CASH TELLER** **2020-Present**
National Bond, (Al Ain Branch) under TRANSGUARD GROUP
 - ▶ Oversee stores main safe.
 - ▶ Administering daily inventory verification against store records.
 - ▶ Cash checks, sell money orders, and accept bill payments for customers.
 - ▶ In charge of transferring and receiving wired money.
 - ▶ Maintained sale goals by up-selling store merchandise.
- **SALES AGENT CASHIER & CUSTOMER RELATION** **2016 - 2018**
Dubai RTA Different Bus stations, Airport T – 3/ Al Maktoum Intl Airport (DXB)
 - ▶ Professionally greet people
 - ▶ Respectfully manage large customers
 - ▶ Tell customers about existing options, current deals, coupons, and promotions
 - ▶ Assist clients in product offerings
 - ▶ Process cash or card transactions for customer purchases
 - ▶ Handle cash receivables and payables
- **OFFICE BOY CUM TYPIST** **2015 - 2016**
 - ▶ Transferring data from paper formats into digital files or database systems
 - ▶ Transcribing documents from audio tapes
 - ▶ Taking notes and creating detailed texts
 - ▶ To Organize and secure materials and household supply cabinets.
 - ▶ To deliver and pick-up mail, messages, documents, packages and other

// COMPUTER SKILLS

MS Excel	<div><div></div></div>
MS Word	<div><div></div></div>
PowerPoint	<div><div></div></div>
Adobe Photoshop	<div><div></div></div>

// CERTIFICATION

▸ Certificate holder of National Cadet Corps

// LANGUAGES KNOWN

▸ English ▸ Hindi
▸ Malayalam ▸ Tamil

// PASSPORT DETAILS

Passport No : T9200472

Date of Issue : 01/09/2020

Date of Expiry : 31/08/2030

Place of Issue : Abu Dhabi

// EDUCATION

- **B.A ECONOMICS**
Calicut University
- **HIGHER SECONDARY EDUCATION**
Board of Higher Secondary Examination
Kerala
- **HIGH SCHOOL EDUCATION**
Kerala State Board of Public Examinations

// DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

BIJO BABY M