



SHANIF NALAKATH SIDDIQUE
AL QIYADAH, DUBAI
UNITED ARAB EMIRATES
E-MAIL: shanifnalakath@gmail.com
Mobile: +968-96078746(OMAN), +971-544787832

PROFESSIONAL SUMMARY

To be associated with a progressive organization this can provide me with a dynamic work. Sphere to extract my inherent skills as a professional use and develop my aptitude to further the organization's objectives and also attain my career target in the progress.

WORK EXPERIENCE

- **FRONT LINE ASSOCIATE (Lulu International Exchange)**
 - Provide exceptional customer service, addressing inquiries and resolving issues to enhance customer satisfaction.
 - Execute currency exchange transactions for customers, ensuring accuracy and compliance with regulatory requirements.
 - Collaborate with team members to streamline operational processes.
 - Remittance Currency exchanging -Handling currencies of various countries.
 - Conduct daily reconciliation of cash and currency holdings, minimizing discrepancies and ensuring financial accuracy.
 - Stay informed about market trends, exchange rates, and regulatory changes to provide up-to-date information to customer.
- **CURRENCY CARRIER/CASHIER (Abu Mehad Exchange)**
 - Currency exchanging- Handling currencies of various countries.
 - Counted drawers quickly and accurately at start and end of each shift.
 - Monitored transactions closely to verify legitimacy.
 - Built and maintained strong working relationships with colleagues across the company.
 - Identified opportunities to improve cashier processes.
 - Conducted regular audits of cash holdings and maintained accurate records to comply with audit requirements.
- **ASSISTANT ACCOUNTANT (Vishnu Traders)**
 - Reconciled all company accounts, including credit cards and expenses.
 - Input sales, purchase and cash transactions.
 - Met deadlines by managing workload independently.
 - Prepared Excel spreadsheets to track banking transactions and financial performance.
 - Generated account statements outlining payments and balances.

LANGUAGES

English-Advanced	Hindi-Advanced	Malayalam-Native
Tamil-Advanced	Arabic-Beginner	

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce (Calicut University) – 2012
- Higher Secondary – Kerala State
- Department of General Education – Kerala State

CERTIFICATES

❖ HDMCA (ACCOUNTS ACADEMY)

*Manual Accounting * Computerized Accounting - Tally. ERP 9

*Peachtree * VAT

PERSONAL DETAILS

Name	:	Shanif Nalakath Siddique
Permanent Address	:	Nalakath House
	:	P.o.karikkad
	:	Thrissur (Dist) Kerala – 680 519
Email Id	:	shanifnalakath@gmail.com
Contact No.	:	+968-96078746
Date of Birth	:	26-04-1992
Sex	:	Male
Marital Status	:	Single

❖ **Passport Number** : V4263695
❖ **Driving Licence** : Oman & India

SKILLS & ABILITIES

- Accurate money handling / Remittance
- Currency management
- Accounting
- MS Office
- Customer service oriented
- Driving

DECLARATION

I hereby declare that all the above furnished information's are true and correct to the best of My knowledge and belief.

Date:

Place: United Arab Emirates

Thanking You