



AFSAL

PUTHEN PEEDIYEKKAL

Teller | Back Office Executive



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Ghayathi, Abu Dhabi



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EDUCATION

Bachelor of Commerce

University of Calicut
(Attested by MOFA UAE)
2008-2011

Higher Secondary

Govt. HSS, Tirurangadi
2006-2008

SKILLS

- AML policy and procedures
- KYC policy and procedures
- Cash management
- Microsoft Office
- Tally, SAP, Casemex
- Day end Closing procedures
- WPS (Salary Processing)
- New Customer acquisition
- Follow up and complaint closing.

PROFILE

To work in learning and challenging environment, utilizing my skill and knowledge to be the best of my abilities and contribute positively to my personal growth as well as growth of the organization.

EXPERIENCE

CUSTOMER SERVICE EXECUTIVE (Teller)

March 2023- Present

Sharaf Exchange, Abu Dhabi, UAE

- Receive and count working cash at beginning of shift and take closing report at end of duty.
- Provide support and information to customers, over the counter and by phone.
- Initiate and open new customer accounts by recording account information.
- Perform specialized tasks such as send money to Bank, credit card payment, Western Union, Transfast, InstantCash etc.
- Utility bill payment and exchanging foreign currency.
- Accept cash and cheque for deposit and check accuracy of deposit slip.
- Record all transactions promptly, accurately and in compliance with exchange house procedures.
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Maintain a cash float and follows balancing and reconciling procedures; prepares daily End of Day sheet at the close of each business day

CASHIER AND WPS PROCESSING EXECUTIVE (Back office)

April 2013- November 2015

Lulu International Exchange, Abu Dhabi, UAE

- Register corporate customer and maintain WPS Agreement with relevant document.
- Issuing Salary card and Pin number.
- Upload the salary files to CB UAE, Ensuring the salary processed or rejected from CB UAE and Process Salary withdrawals.
- Communicate with customers through Mail as well as Telephone, register complaint and resolve it ASAP.

PERSONAL DETAILS

DOB : 12-Apr-1990

Nationality : Indian

Visa Status : Employment

Marital Status : Married

CERTIFICATES

- **Introduction to Anti-Money Laundering Regulations**
- **Know Your Customer & Customer Due Diligence Training**

LANGUAGES

English - Advanced

Hindi - Intermediate

Malayalam - Native

Arabic - Beginner

CASHIER CUM ACCOUNTANT

February 2018- December 2022

Global Doors and Hardware, Kerala, India

- Maintain Purchase Voucher, Sales Voucher, Receipt & Payment Voucher, Credit Note, Debit Note, etc.
- Reconciliation of Supplier's Account, Bank Account, etc.
- Deposit Cheque and validate its clearance.
- Filing of Monthly GST for Sales, upload purchase value into GST website.
- Maintains customer records by updating account information.
- Prepare Purchase order and sent to Supplier.

STRENGTH

- I have developed excellent project management skills throughout my career.
- I have learned how to systematically approach problems, analyze alternatives and develop appropriate solutions within the time, financial, and resource constraints of project.
- I like to travel extensively, work under pressure, and deal with new challenges in each project.

CRITICAL APPRAISAL

- Committed and Hardworking.
- Capability to lead a team.
- Ability to work in a team.
- Ability to learn new Technologies and to deliver output in short deadlines.
- Well at human relations and a good decision maker.
- Effective and outstanding communication skills.

DECLARATION

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.