



Ummer VK

Cashier

With more than 15 years of hands-on experience at handling Money exchange counter cashier, different modes of payment machines, cash counter supervising to obtain a challenging position in a forward-looking company for utilizing my skill and abilities that offers professional growth while being resourceful, innovative and flexible.

Contact

+971 -058 10 15 369

ummervaniyam@gmail.com

Abu Dhabi,UAE

Education

- Higher Secondary School Certificate - Kerala State Board - 1994
- Secondary School Certificate -Kerala State Board - 1992

Skills

- Microsoft Office -Fundamentals
- Good Typing Speed
- Internet concept and Communications.
- Counter cash handling
- Teamwork
- Organizational Skills
- Work Under Pressure
- Electronic Funds Transfer Point of Sale Equipment

Language

- English
- Malayalam
- Hindi
- Arabic
- Tamil

Personal

- Male
- Malapuram,Kerala,India
- Married -2 Kids
- DOB - 01 JAN 1975
- Resident Visa -UAE - Under company Sponership

Experience

2019 - Current

Redha Al Ansari Exchange,Abudhabi,UAE

Cashier

- Buying and selling of foreign currencies from walk in customers on a regular basis and from other exchange houses or from financial institutions whenever the situation demands.
- Sale of foreign currency against any other currency at prevailing rate.
- Expert in identifying counterfeit bank notes especially AED, USD, EUR, GBP and GCC currencies.Monitor the exchange rates for foreign currencies and immediately update the board rate for the prevailing rates.
- Make payments for cash payout.
- Attend telephone calls and give currency rate/ information as required by the customers.
- Support record keeping staffs by providing all supporting documents and bills for each transaction.
- Handle day to day cash transaction involving receivables and parables and exchanging foreign currency.
- A team player, helps and supports other staff in their day

2015 - 2019

DUBAI EXPRESS EXCHANGE ,Deira,Dubai,UAE

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2014 - 2015

AL Bahakim Trading Company,Deira,Dubai,UAE

Office Assistant

- Assisting purchasing and disbursement of office consumables
- Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance
- Carrying out vehicle maintenance checks.
- Assisting file tagging and keeping files on trays.
- Delivering letters and documents to different departments and vise versa.
- Picking up office purchases or other administrative needs.