



## CONTACT

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**ABU DHABI – UAE**

## ABOUT ME

To join a growth-oriented organization, where I can contribute my experience and knowledge for mutual benefit and growth within the opportunities provided.

## SKILLS

- ✓ Self-motivated & capable to mix easily with different situations
- ✓ Hard worker and honest
- ✓ Time management
- ✓ Exceptional capacity to multitask
- ✓ Quick Learner
- ✓ Team worker
- ✓ Attention to detail
- ✓ Good knowledge about roots and traffic rules of Abu Dhabi

## PERSONAL DETAILS

- Nationality : India
- Date of birth : 29/06/1980
- Gender : Male
- Marital status : Married
- Passport No : T6905769
- Expiry Date : 05/08/2029
- Visa status : Transferable

## LANGUAGES PROFICIENCY

- English
- Arabic
- Malayalam
- Tamil
- Hindi

## DRIVING LICENSE DETAILS

- License No : 944466
- Expiry Date : 17/09/2025

## JAMSHAD C ABDULLAKUTTY

## WORK EXPERIENCE

### Cashier

#### AL FARDAN EXCHANGE

**Abu Dhabi (May 2015 to December 2023)**

- ❖ Buying & selling of all worldwide currencies
- ❖ Accept worldwide money transfer facility through Western
- ❖ Union money transfer.
- ❖ Knowledge of Transfast, IME, western union, ARY & Ezetop.
- ❖ Accepts remittance through normal transfer facilities (TT, DD)
- ❖ to other countries.
- ❖ Accepts instant remittance to all emirates.
- ❖ Accept credit card transactions (ex.cash advances and payments).
- ❖ Conduct daily reconciliation of cash and report summary
- ❖ based on the system, and Knowledge of all currencies
- ❖ and checking counterfeit

### Cashier

#### Emirates India International Exchange Dubai

**Jan 2013 - Dec 2014**

- ❖ Buying & selling of all worldwide currencies
- ❖ Accept worldwide money transfer facility through Western Union money transfer.
- ❖ Knowledge of Transfast, IME, Xpress money, ARY & Ezetop.
- ❖ Accepts remittance through normal transfer facilities (TT, DD) to other countries.
- ❖ Accepts instant remittance to all emirates.
- ❖ Accept credit card transaction (ex,cash advance and payments).
- ❖ Conduct daily reconciliation of cash and report summary based on system.
- ❖ Knowledge of all currencies and checking counterfeits notes.

### Cashier

#### Asia Exchange Centre Abu Dhabi

**May 2010 To Dec 2012**

### Cashier

#### Al Zahra Hospital Sharjah

**Feb 2010 To April 2010**

- ❖ Check the card validity in case of insured patients and update the system in case of new card
- ❖ Ensure that cash applicable on all consultations and tests are collected, as per applicable price list
- ❖ Ensure that whether the insurance claim form is attached with the charge slip and if any incomplete insurance

## **COMPUTER SKILLS**

- EXCEL
- WORD
- MS OFFICE
- TALLY & PEACHTREE

- claim, get it completed forthwith
- ❖ Calculate the copayment properly and collect the same and adjust the copayment with the invoice
- ❖ Credit card collection to be based on verification of signature patient /attendants
- ❖ Maintain imprested float amount provided and to it for daily cash float and accept for refunds only with proper support and for approvals
- ❖ Ensure that the rentals collected for equipment's were given on rent
- ❖ Hand over the daily collection after reconciliation with the daily charge slips to main cashier
- ❖ Check appointment register with clinic attendance on daily basis & report any irregularities
- ❖ Clarify and confirm that discrepancies if any on the daily collection or charge slip.

## **Packer**

### **Department of Health (Al Maktoum Hospital) Dubai**

#### **May 2006 To April 2007**

- ❖ Arranging and packing medicines for a different clinic.
- ❖ Handling of valuable vaccines in the freezer with care.
- ❖ Checking the expiry dates of medicines.
- ❖ Receiving the medicines from the drug store.
- ❖ Labeling the medicine and arranging it on the shelf

## **Storekeeper**

### **United Electronics (Mitsubishi) Abu Dhabi**

#### **April 2005 June 2006**

- ❖ Maintaining stock ledger for goods.
- ❖ Preparing the delivery notes.
- ❖ Arranging the goods for transport.
- ❖ Arranging pick up for delivery.
- ❖ Coordinate with the showroom and sales department.
- ❖ Checking the stock of Goods

## **Education:**

- ❖ Master of Airlines & Airport Management from Anna University, Coimbatore India (Dec 2007 to Jan 2010).
- ❖ Bachelor of Commerce (B.com) from the University of Calicut, Kerala (April 2001 to April 2004).

## **Professional Qualification:**

- ❖ Completed IATA/FIATA cargo introductory course, Canada Montreal (June 2012)

## **DECLARATION**

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

**JAMSHAD C ABDULLAKUTTY**