



MOHAMMED NIHAZ

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👤 PROFILE

Highly motivated and detail-oriented MBA graduate with nearly 2 years of experience in cashiering and teller operations. Skilled in providing superior customer service and handling financial transactions while maintaining accurate records. A previous Junior Process Associate P2P AP with one year of experience in handling accounts payable with a proven ability to work in a fast-paced environment and manage multiple tasks

👜 PROFESSIONAL EXPERIENCE

08/2022 – present
Dubai,
United Arab Emirates

Redha Al Ansari exchange **Teller cum cashier**

- Receive /issue cash transaction instrument like remittance, foreign currency exchange and value-added services transaction payments, etc.
- Proficient in exchanging 30 different currencies.
- Open / close branches as required and ensuring all tasks and checks are completed.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Provides support and information to customers, over the counter and by phone.
- Report to Branch In charge or Branch Supervisor about any discrepancy in cash count or fake notes.
- Complying AML policy & procedures as per the guideline of CBUAE.
- Maintained friendly and professional customer interactions.
- Perform all duties as assigned by supervisor.

10/2020 – 12/2021
Bangalore, India

Continuserve softech India pvt ltd **Junior Process Associate P2P AP**

- For Non-voice accounts, payable Process. on Billing, Procure to Pay for US and UK clients.
- Involved in Processing the invoices and other processes like verification, making payments, timely follow-ups, validations, reconciliations, etc
- Recieving, processing, verifying and reconciling invoices to complete payment in timely manner by checking documents like bill of lading and proof of delivery.
- Updating the address details of vendor
- Providing payment status details for the vendor.

EDUCATION

07/2018 – 07/2020 Mangalore, India	Master of business administration Srinivas college of management & commerce Finance and Human resource
06/2018 – 07/2020 Thirthahalli, India	Bachelor of commerce Govt first grade college
06/2013 – 04/2015 Malur, India	Pre university college Govt pu college

PERSONAL QUALITIES

- Communication
- Ability to work in a team
- Analytical and problem solving skills
- Time management

LANGUAGES

English	● ● ● ● ●	Hindi	● ● ● ● ●
Malayalam	● ● ● ● ●	Arabic	● ● ● ● ●
Kannada	● ● ● ● ●		

DECLARATION

I hereby declare that all the above information is true to the best of my knowledge

Mohammed nihaz
Dubai, Dec 2023