

MANJURUL MAHSIN

FC Cashier & Teller

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Abu Dhabi , U.A.E



PROFILE SUMMARY

Experienced in finance and customer service, with strong communication skills and attention to detail. Proficient in tax research, financial statements, and compliance, with strong analytical and communication abilities. Detail-oriented financial professional, skilled in record-keeping, reporting, and managing accounts, with knowledge of budgeting and tax regulations.

EMPLOYMENT CHRONICE

CASHIER/ TELLER | MAY 2006 – present
NATIONAL EXCHANGE COMPANY – ABU DHABI

KEY RESPONSIBILITIES

- Greeted customers and determined their specific needs by following up and generating repeat business by encouraging customers to return.
- Deal with the sale and purchase of foreign currency through branches and local exchange centers. Making retail remittance transactions for many countries.
- Transferring money through online systems, such as Western Union, Xpress Money, Symex and Transfast.
- Processed transactions quickly and efficiently. Maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues.
- Ensured that each customer received outstanding service by providing a friendly environment.
- Using Symex System to reconcile online accounts every day.

AREA OF EXPERTISE

- Customer Service
- Cash Handling Expertise
- Excellent Time Management Skills
- Complaint Handling
- Foreign Currency Knowledge
- Forex Dealing
- Exceptional Communications
- Computer Proficiency

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

RESUME CONSULTANT



PERSONAL DETAILS

Gender : Male
Date of Birth : 20-10-1980
Nationality : Bangladesh
Marital Status : Married

ACADEMIC CREDENTIALS

HSC - DIGHAPATIA M K College, Natore

- Business Management Bangladesh Technical Education Board Dhaka 1997 – 1998

SSC | 1995-1996

- Board of Intermediate and Secondary Education, Rajshahi Bangladesh

LANGUAGES KNOWN

- Arabic
- English
- Bengali
- Urdu
- Hindi

CERTIFIACION

Valid Light Vehicle Driving License

No: 2355255

Date Of Issue :20-06-2017

Date Of Expiry :19-06-2027