



# GaneshKumar M

## Assistant In-charge

Assistant Branch In-charge with Seven years' experience in foreign currency exchanging field to improve in cash management, bookkeeping, cash balancing, and accounting. Have consistency and balance in terms of handling financial matters, Communicate well with customers and multitasking. My Main focus is to achieve customer and profession satisfaction at all times.

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📍 Abu Dhabi, UAE

## WORK EXPERIENCE

### Assistant Branch Incharge

#### Saad Exchange

09/2019 - 08/2023

Fujairah, UAE

##### Achievements/Tasks

- Maintaining remittances
- Exchanging foreign currency
- Maintaining wages protection system
- Provides a positive customer experience with fair, friendly, and courteous service
- Maintains an accurate record of all cash fund transactions and initiatives its replenishment. Issues cash floats for cashiering purposes
- Maintains an accurate record of all cash funds issued and the value of each cash

### Branch Teller

#### Saad Exchange

06/2017 - 09/2019

Ras Al khaima, UAE

##### Achievements/Tasks

- process cash transactions from clients in national and foreign currencies
- Customer support, solving all the complaints and inquiries from the customer, checking transactions
- Exchanging foreign currency
- Balances cash drawer by counting cash at beginning and end of work shift

## CERTIFICATES

Visual Basic (08/2007 - 03/2008)

## EDUCATION

### Bachelor of Computer Applications

#### Alagappa University

A

### Diploma in Air/Sea Cargo Management

#### Bharat Sevak Samaj

Distinction

### Diploma in Office Automation

#### Sitech

A

## SKILLS

Time Management

Customer Service

Communication

Interpersonal Skills

Flexibility

Critical Thinking Skills

Decision Making

Multi-Tasking

Accountable

## TECHNICAL SKILLS

Cash Registers

C, C++ AND VB 6.0

MS Office and Tally 9

Basic Maths & Computer Knowledge

## LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Arabic

Professional Working Proficiency

## AWARDS AND HONOURS

MLRO (AJMS)

Basic Fire Fighting Training (E. F. R. C.)

Interest