

Cassin Edgar

FRONT LINE ASSOCIATE @ LULU INTERNATIONAL EXCHANGE



Sharjah, UAE.

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OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

September 7th, 2022 –
Till August 8th, 2023

Lulu International Exchange (Qatar)
Front Line Associate.

November 2nd, 2020 -
January 29th, 2022

Capithan Exporting Company (India)
Accounts Assistant

May 9th, 2018 -
October 23rd, 2020

Accord Engineering (India)
Assistant Accounts.

May 2nd, 2017 - May
20th, 2018

Capithan Exporting Company (India)
Finance Assistant.

EDUCATION

2017

Amity University
Master Of Business Administration (Finance & Operations)
6.44 CGPA

2014

Amrita Vishwa Vidyapeetham, Amritapuri Campus, Amrita University.
B. Com (Computer Applications)
6.21 CGPA

2011

Infant Jesus Anglo Indian Higher Secondary School, Tangasseri, Kollam.
12th (ISC)
73%

2009

Infant Jesus Anglo Indian Higher Secondary School, Tangasseri, Kollam.
10th (ICSE)
66%

TECHNICAL SKILLS

- Skilled in MS-office packages with word, excel, PowerPoint & Tally ERP.9.0
- Can quickly become familiar with all of companies product and services.
- FC Cashier (Cash handling & Cash Management , FX Trading)
- Involved in Cashier & Foreign currency exchange.
- Identifying damaged, multi lated, altered and counterfeit money, that is not legal tender.
- Corporate desk assistant.
- Attended Marketing and selling skills training.

JOB ROLE

- Greeting customers when they come to the till, enquiring about their needs.
- Attending customers for making Remittance(CORPORATE/INDIVIDUAL),Foreign
- Currency Exchange, Demand Drafts /Telex transfer /Electronic Transfer, Payment services etc.
- To answer customer complaints, branch detail enquiries,
- transaction enquiries, rate enquiries, conversion,
- Responding to all AML ENQUIRIES.
- To maintain records, prepares reports and performs work processing assignments & related clerical duties.
- WPS/NON-WPS registration, funding and disbursement.
- To give information on local promotions & activities and other info that provides valuable service to our customers.
- To contribute towards branch business development.
- Daily Maintenance of Accounts of the branch.
- Updating of Daily Journals.
- Posting of Daily Ledgers and Posting of Daily Cheque Transactions.
- Prepare End of day report & cash reconciliation.

INTERESTS

- Travel
- Interact with people from different cultures.
- Social Service Activities

LANGUAGES

- English
- Tamil
- Hindi
- Malayalam

PERSONAL DETAILS

- Date of Birth: 01 April, 1993
- Marital status: Married
- Nationality: Indian
- Passport Number: M3874034
- Visa Status: Visit Visa

DECLARATION

I, do hereby declare that all the above-mentioned details and information are true and the best knowledge. I would like to propose my above candidature, for any suitable position in your esteemed organization. If given opportunity I will surely prove myself to be a successful and loyal employee. Looking forward to hearing from you in anticipation.

Place:

Cassin Edgar

Date: