

Anas Yusuf

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Accomplish a challenging career opportunity to fully utilize my skills, ideas, creativity, and knowledge. Perform well in my assigned responsibilities, and client satisfaction complimenting the achievements of the company, and enhance my personal growth.



Experience

Foreign Currency Cashier

Al Ansari Exchange LLC, Dubai (12/2021 to Present)

- Buying/Selling of currencies and conduct all kind of Transactions.
- Promote new product and services introduced by the Company to customer.
- Respect and comply with AML rules, policy and Procedures.
- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- 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.

Front Office Administrator

KING SAUD GUEST PALACE RIYADH (2018 -2020)

- Greet clients and set a positive office atmosphere.
- Answer the phone, take messages, and redirect calls to appropriate offices.
- Ensure effective communication with the hospitality management team and service delivery team.
- Organize and maintain files and records; update when necessary.
- Operate office equipment, such as photocopier, printers, etc

Skills

- Adaptability and ability to work under pressure.
- Fast learner
- Able to use effective time management.
- Multitasking skills
Organizational capacity
- Operability and commitment
- Resistance to stress
- Good manners

Education

**Bachelor of Commerce
(B.Com)**

AMC College, Ottapalam, University
of Calicut - 2015

Training & Certification

Advanced Anti-Money Laundering
Training.

Al Ansari Exchange LLC – 2021 -
2022

Assistant Accountant

Taxation Centre - Perinthalmanna (2016 to 2017)

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Completing financial reports on a regular basis and providing information to the finance team.
- Assisting with budgets.
- Completing bank reconciliations.
- Entering financial information into appropriate software programs.

Interests

- Travelling
- Playing Football
- Watching movie

Additional Skill

- MS Office Word
- MS Office Excel
- Microsoft Power point
- Tally ERP9 / Prime

Languages Known

English	<div><div></div></div>
Arabic	<div><div></div><div></div></div>
Hindi	<div><div></div><div></div></div>
Malayalam	<div><div></div></div>
Tamil	<div><div></div><div></div></div>

DECLARATION

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.

Anas Yusaf. V