

CURRICULAM VITAE

DRISYA SREEJESH (HUSBAND VISA)

CUSTOMER SERVICE EXECUTIVE /CASHIER

MOBILE: +97152-5200894
DUBAI UAE
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Objectives

To work with a progressive and esteemed organization where my skills and knowledge is utilized the most which leads to the progress of organization and self.

Work Experience

Mawarid Exchange

Teller (May 2021 to Mar 2022)

Duties & Responsibilities

- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- 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
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day
- Open / close branches as required and ensuring all tasks and checks are completed.

GCC EXCHANGE

AS CUSTOMER SERVICE EXECUTIVE /CASHIER (07 MAY 2016 TO 20 MAY 2020)

AL QUOZ & AIMAN DUBAI UAE

Duties & Responsibilities

- Manage entire activities of the branch. Provide maximum service to the customers.
- Managed work schedule adherence on internal and external commitments.

- Planned day-to-day operations of all functioning of the branch.
- Monitoring the staff work schedule.
- Managing all compliance part of all transaction Coordinated with area manager or General Manager to ensure smooth operations for the company and branch.
- Negotiating the rates with some of the potential customers.
- Assess local market conditions and identify current and prospective sales
- Type documents, reports and correspondence
- Co-ordinate and organize appointments and meet
- Purchase and sell bulk currencies.
- Maintain cash flow records through all the cashiers.
- Processing of Telegraphic Transfers against cheque issuance.
- Handling WPS salary disbursement for various companies.
- Currency dealing by keeping profitable margin as affordable for customers.
- Supervise all the cashiers and guide them.
- Fast and easy identification of counterfeits.
- Customer satisfaction ensuring all the staff following same attitude.
- Prepare day end reports and maintain cash book.
- Deal all the customers with wishes and a smiling face.

REPROMAN ADVERTISING LLC

AS SECRETERY (RAS AL KHOR – DUABI)

AL TAWUN CONTRACTING

AS ADMIN ASSISTANT (DUBAI UAE)

Academic Qualification

- BA ENGLISH (IGNO UNIVERSITY NEW DELHI 85%)
- Diploma in computer application (DCA)
- Diploma in financial accounting
- Health sanitary certificate from Industrial Training Institution
- TALLYERP9

Trainings and Additional Courses

- MoneyGram
- Ezetop
- Transfast
- GCC Remit Instant Cash
- Xpress Money
- Systemic Money Exchange (SYMEX)
- Wages Protection System (WPS)
- MS Office, Outlook

Professional Development

- Good communication skill.
- Logical and well organized with ability to prioritize.
- Experienced in Administration activities.
- Ability to work under minimal supervision
- Ensuring effective work environment.
- Good at Query Handling

Personal Details

Nationality	: Indian
Date of Birth	: 31 ST October 1992
Marital Status	: Married
Visa Status	: Husband visa
Languages	: English, Hindi, Malayalam & Tamil
Passport No	: W7533918 – Valid up to 08/01/2033 -Issued at Kozhikode, India

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

DRISYA SREEJESH