

CURRICULUM VITAE

JIRSHAD P P

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OBJECTIVE

Looking to great opportunity with good Company so as to make best possible use of my knowledge And experience and seeking positions demanding hard work and having aim to grow professionally. So I am interested in middle and a senior level position in **finance, sales, Customer Service Executive and Administration** Wherein years of extensive experience this field will be fully utilized such a way that is mutually Beneficial.

ACADEMIC RECORD

Master Degree in Business Administration (Bharathiar University, Coimbatore)

Bachelor of Business Management (Bharathiar University, Coimbatore)

WORKING EXPERIENCE

CITY EXCHNAGE L L C (RAK)

HEAD CASHER cum BR INCHARGE

From JAN 2019 To DEC 2023

Responsibility

- Selling telex transfers, demand drafts worldwide and monitoring rates .dealing with bank ,exchange houses and other financial correspondents worldwide .placing following –up orders
- Handle money transfers and adhere to relevant rules, policy and procedures of the company wherever applicable
- Buying and selling foreign currencies from in customers on a regular basis from other exchange houses financial institutions whenever situation dement
- Interacted with a wide variety of personalities while working in the field of foreign currency exchange.
- Ability to manage multiple tasks in a pressured environment

Customer Service Executive

from may2014 To Dec 2018

Responsibilit,

- Providing detailed information to customers and Ensure customer satisfaction
- To maintain records, prepares reports and performs work processing assignments & related clerical duties.
- To perform a role of marketing & sales executive during off-peak business hours.
- Taking feedback from the Customer and proving Helpful information.
- To give information on local promotions & activities and other info that provides valuable service to our customers
- Creating policies and procedures and Managing consumer concerns

DENIBA INTERNATIONAL EXCHANGE

ACCOUNTANT December 2011 Till march 2013

Responsibility,

- Working as a Accountant cum Teller and detailed knowledge about various products
- Finalization of Accounts, Preparation of monthly bank reconciliation statements ,
- Preparation of JV,CV,PV and all other required vouchers, Preparation of monthly financial statement, Handle and checking the daily cash report.
- Support record keeping staffs by providing all supporting documents and bills for each transaction

AREAS OF EXPERTISE AND ACHIEVEMENT

- Operational Management
- Working knowledge in the software **symex-net, wps**
- Retail Banking operations
- **VALID UAE DRIVING LICENSE**
- Good interpersonal skill
- Anti-money laundering training certificate by a City exchange llc
- Handled critical processes with ease and accuracy

SKILLS

Expert in:

MS Office (Word, Excel, Access, Power Point Internet Explorer and Outlook)

LANGUAGES

- Read, Write and Speak :English, Hindi and Malayalam
- Read and speak :Arabic

PERSONEL DETAILS

- Marital Status : Married
- Nationality : Indian
- Gender : Male

REFERENCES

Available on request