

RAHUL NAIR E

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and experience, where i can grow with, the organization and prove to be asset for its effective functioning, be a team player for the achievement of organization goal and its success.

Job Profile

Assistant Supervisor Al Rostamani International Exchange May 2022 – March 2024



Duties & Responsibilities

- Responsible for supervision of counter services regarding sending and receiving remittances, corporate remittances, WPS and FC accordance with compliance, AML and CFT policy.
- Responsible for checking all cashier's cash on the day end as per company policy.
- responsible for acquiring new business for fresh as well as existing customers through cross selling and marketing.
- Responsible for handling customer's complaint and queries and ensuring effective and timely resolution.
- Responsible for handling petty cash as per company policy.
- Responsible for maintaining proper records of all transactions and all documents

Assistant Supervisor Unimoni Exchange – Dubai, UAE (Nov 2018- 5th Jan 2022)



Duties & Responsibilities

- Resolving any customer issues
- Verification and checking all new customer profile
- Motivation to the fellow staff to achieve target
- Preparing daily sales report
- Filling and checking all transactions per day
- Mailing all kinds of reports to Head Office
- Attending area wise meeting on monthly basis
- Verifying high volume transactions

Assistant Supervisor Redha Al Ansari Exchange, Dubai, UAE July 2015 – September 2018



Duties & Responsibilities

- Open accounts, including savings and checking, helps customers fill out slip and sending cash to different countries.
- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Perform clerical tasks such as typing, filing, and microfilm photography.
- Prepare and verify cashier's checks and check reports and reconciliation cash on a daily basis.
- Preparation of cash book for bank deposit.
- Train new hires as well as cascade new process to the operations team.



Contact

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Computer Proficiency

Diploma in practical accounting

(DPA Tally 9.0 ERP), skilled in
QuickBooks, Peachtree



Microsoft Excel and other MS Office tools



Education

- Bachelor of commerce
Kerala – India (2014)
- Senior secondary school
leaving certificate
Kerala – India (2011)

Personal Information

Date of Birth : 25/12/1992

Nationality : Indian

Gender : Male

Marital Status : Married

Hobbies : Playing Football &
listening Music



Loan Service Advisor

HDFC Bank, Kasaragod, Kerala, India

May 2014 to February 2015



Duties & Responsibilities

- Handle self-correspondence with business clients, suppliers and others.
- Interview applicants to determine financial eligibility and feasibility of granting loans.
- Communicate with clients either to request or to provide information.
- Assess customer needs, explore all options and introduce different types of loans.
- Go the “extra mile” to build trust relationships, customer loyalty and satisfaction throughout the under-writing process.
- Operate in compliance with laws and regulations and adhere to lending compliance guidelines

Languages

English : Full Professional Proficiency

Hindi : Professional Working
Proficiency

Malayalam : Native/Bilingual
Proficiency

UAE Driving License

Light Vehicle Manual

License No : 3112760

Passport Details

Passport No : U9858527

Expiry Date : 11/04/2031

Reference

References are available on request.