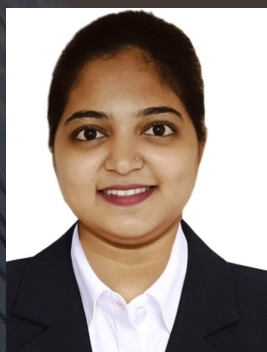


# NAINA SALIAN

CASHIER / TELLER



✉ nainasalian131@gmail.com

☎ +971503011659

📍 Dubai, UAE

📅 06 Oct 1997

🚩 Indian

🛂 U5821169 / Visit Visa

## PROFILE

Ambitious and self-motivated individual with 6 years of experience, excellent knowledge of Forex operations, Accounts and Customer services. Seeking for a position in your organization for mutual growth and development.

## SKILLS

Excellent Customer Service • Cash Handling and management • Excellent time management skills • Friendly and Positive Attitude • Attentive • Good Analytical, Communication & Listening Skills • Dedicated towards Assigned Work • Quick Learner • Good Listener

## EDUCATION

**Bachelor's Of Commerce**  
**University of Mumbai**

Oct 2020 | Mumbai, India

Sub: Business Management

**Diploma**  
**IITC, India International Trade Centre**

Nov 2019 | Mumbai, India

Sub: International Airlines and Travel Management

## LANGUAGES

English • Hindi • Marathi

## PROFESSIONAL EXPERIENCE

**Redha Al Ansari Exchange LLC**

**Teller/ Cashier**

Sep 2021 – Mar 2023 | Dubai, UAE

- To develop encashment and sales of currency at the counter.
- Disbursed cash and checks accurately while maintaining security of cash drawers.
- Processed customer transactions promptly, minimizing wait times.
- Processing VAT payment and salary collection.
- Reviewing the transactions adherence to compliance procedure of Anti Money Laundering Law and Central Bank of UAE regulations and reporting compliance issues.
- To ensure proper control on all currency stocks as per the procedure.
- Receive complaints and resolve problems.
- Prepare and submit daily and monthly reports.

**New Era Forex Pvt Ltd.**

**Junior Officer**

Feb 2021 – Jul 2021 | Mumbai, India

- To process Forex Encashment and Sales at the counter.
- To process Money Transfer and Western Union Payout.
- Booking of Flight Ticket.
- To ensure proper control on all INR and Currency Stock.
- To ensure Sufficient Stock is available at the counter for doing daily transactions.
- To ensure all documents of the transaction are as per Company Policy & Procedure under RBI Rules and regulations.

**Kamala Travels**

**Executive**

Jan 2019 – Nov 2020 | Mumbai, India

- Provide Currency Exchange in INR and Money Transfer Services.
- Providing cash Spot by Swiping Credit Cards.
- Booking and Assigning Tour for Customers.
- Selling Domestic Tour Packages to Customers.
- Booking of Rental Cars, Rail Tickets and Flight Tickets.
- Prepare Transportation Bills and Maintain Accounts in Tally System.

**Shipone Logistics India Pvt Ltd**

**Assistant Accountant**

Jul 2017 – Dec 2018 | Mumbai, India

- Managing Phone Calls and Emails of Vendors.
- Prepare reports on Accounts Payable and Accounts Receivable.
- Generate Export / Import Transportation Bill of different Clients.
- Maintaining Outstanding Reports and follow up with the Customers for payment and Preparing Daily Imprests for Consignments.
- Maintaining Office Supplies Stock on Daily Basis.
- Issuing Salary Cheques and Maintaining Salary Sheets of Employee.
- Handling Bank Accounts and Bank Reconciliation of all branches in Tally System.