



CONTACT

Mobile No: 00971561460349
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ABU DHABI – UAE

ABOUT ME

To join a growth-oriented organization, where I can contribute my experience and knowledge for mutual benefit and growth within the opportunities provided.

SKILLS

- ✓ Self-motivated & capable to mix easily with different situations
- ✓ Hard worker and honest
- ✓ Time management
- ✓ Exceptional capacity to multitask
- ✓ Quick Learner
- ✓ Team worker
- ✓ Attention to detail
- ✓ Good knowledge about roots and traffic rules of Abu Dhabi

PERSONAL DETAILS

- Nationality : India
- Date of birth : 29/06/1980
- Gender : Male
- Marital status : Married
- Passport No : T6905769
- Expiry Date : 05/08/2029
- Visa status : Transferable

LANGUAGES PROFICIENCY

- English
- Arabic
- Malayalam
- Tamil
- Hindi

DRIVING LICENSE DETAILS

- License No : 944466
- Expiry Date : 17/09/2025

JAMSHAD C ABDULLAKUTTY

WORK EXPERIENCE

Cashier

AL FARDAN EXCHANGE

Abu Dhabi (May 2015 to December 2023)

- ❖ Provides fast and excellent customer service to the customers in a very professional way complying with SGOT Rule (Smile – Greet – Offer – Thank).
- ❖ Respect and comply with AML rules, policy and procedures of the company at all times
- ❖ Collect all supporting documents for the transactions conducted and arrange for keeping them in files as per the uniform filing system and AML policies of the company. Arrange for transfer of such documents to the warehouse
- ❖ Resolve customer complaints independently, wherever possible
- ❖ Read, understand, sign and follow all the announcements from the Head Office or Admin Office
- ❖ Forward technical support requisitions to Admin Office
- ❖ Respect office guidelines of the company and always keep the counter, drawers, tables and workplace neat and clean.
- ❖ Attend all telephone calls and give transfer rate / information as required by the callers
- ❖ Identify and seize potential customers or business
- ❖ Provide adequate and necessary information whenever required to Head Office, Administration office or various departments of the company
- ❖ Promote and cross sell new products and services introduced by the company among customers
- ❖ Convey his/her training needs to the Branch Manager and attend training programs
- ❖ Adhoc assignments as required by the immediate line of authority
- ❖ Buying & selling of all worldwide currencies
- ❖ Accept worldwide money transfer facility through Western Union money transfer.
- ❖ Knowledge of Transfast, IME, Xpress money, ARY & Ezetop.
- ❖ Accepts remittance through normal transfer facilities (TT, DD) to other countries.
- ❖ Accepts instant remittance to all emirates.
- ❖ Accept credit card transaction (ex,cash advance and payments).
- ❖ Conduct daily reconciliation of cash and report summary based on system.
- ❖ Knowledge of all currencies and checking counterfeits notes.

COMPUTER SKILLS

- EXCEL
- WORD
- MS OFFICE
- TALLY & PEACHTREE

Cashier

Asia Exchange Centre Abu Dhabi

May 2010 To Dec 2012

Education:

- ❖ Master of Airlines & Airport Management from Anna University, Coimbatore India (Dec 2007 to Jan 2010).
- ❖ Bachelor of Commerce (B.com) from the University of Calicut, Kerala (April 2001 to April 2004).

Professional Qualification:

- ❖ Completed IATA/FIATA cargo introductory course, Canada Montreal (June 2012)

DECLARATION

I declare that above mentioned details are true to the best of my knowledge and belief.

JAMSHAD C ABDULLAKUTTY
