

DRISYA SREEJESH (Husband Visa)

Frontline Associate | Exchange House Operations

Mob: +971525200894 | drisyasreejesh@gmail.com



Frontline Associate

Mawarid Exchange

(May 2021 – Mar 2023)



Duties and 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

Frontline Associate

GCC Exchange

GCC Exchange

(May 2016 – May 2020)



Duties and Responsibilities:-

- Provide a range of teller services in a timely and accurate manner to meet the customer needs
- Process all transactions to meet procedural and control standards.
- Perform all control routines accurately at prescribed times to enable the bank to monitor physical and account positions.
- Respond courteously and effectively to customers problems, escalating those beyond the role limits to the superiors.
- Promote products and services; make customer referrals to contribute to unit sales.
- Prepare day end reports and maintain cash book.
- Processing of Telegraphic Transfers against cheque issuance.
- Managing all compliance part of all transaction

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

Professional Development

- Excellent oral and written communication skills.
- Logical and well organized with the ability to prioritize.
- Knowledge in Administration activities.
- Ability to work under minimal supervision.
- Ensuring effective work environment.
- Enthusiastic and presentable.
- Strong market research and presentation skills
- Strategic Thinking.

Languages Known

- English (Full Professional Proficiency)
- Hindi (Full Professional Proficiency)
- Malayalam (Native / Bilingual Proficiency)
- Tamil (Limited Proficiency)

Personal Details

- Age: 31
- Relationship Status: Married
- Visa Status: Husband Visa
- Nationality: Indian

Declaration

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

Date:

Drisya Sreejesh

Place: Dubai, UAE