

JASEEM K.J

ABOUT ME

Seeking a growth oriented career by working with a system oriented organisation to utilize my knowledge and skills for the benefit of the organisation with opportunity for personal advancement..

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WORK EXPERIENCE

LULU INTERNATIONAL EXCHANGE LLC(DUBAI,UAE)

FC CASHIER FEB/2017- JULY/2024



- Receive /issue cash transaction instrument like remittance, foreign currency exchange and value-added services transaction payments, etc.
- Proficient in exchanging 30 different currencies.
- Open / close branches as required and ensuring all tasks and checks are completed.
- 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' cash balance report at the close of each business day.
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transaction.
- Report to Branch In charge or Branch Supervisor about any discrepancy in cash count or fake notes.
- Complying AML policy & procedures as per the guideline of CBUAE.
- Maintained friendly and professional customer interactions.
- Training new employee regarding money exchange procedures and cash drawer handling.
- Perform all duties as assigned by supervisor

Express Studio [Abu-Dhabi, UAE]

As a Photographer, Designer and Sales Rep
[April 2013 to April 2015]

Mark Studio [Kera/a India]

As a Photographer, Designer and Sales Rep [April
2012 to April 2013]

- Meet with clients prior to photoshoots to gauge their needs and expectations.
- Purchase props needed for photoshoots.
- Prepare the studio for photoshoots by setting up necessary lights and ensuring that the space is clean.
- Find appropriate locations for shoots that are held outside of the studio.
- Prepare necessary release forms for events.
- Remain up to date with the latest editing software.

SELF APPRAISAL

- I possess the willingness to take on new responsibilities of job functions and I'm self-motivated, dedicated, diligent and fast enthusiastic learner.
- To prove my excellence as a management professional by blending my technical and managerial skill in my job.



PERSONAL DETAIL

- Date of Birth : 21 May 1991
- Marital Status : Married
- Nationality : Indian
- Visa Status : Visiting visa
- Passport No:V7721296

EDUCATION

- ▶ +2 Humanities (BHSE)
- ▶ SSLC (BHSE)

PROFESSIONAL QUALIFICATIONS

- ▶ MS Office
- ▶ Adobe Photoshop
- ▶ Photography

SKILLS

- Case investigating
- Complaint management
- Customer service
- Team player
- Payment processing
- Multidisciplinary teamwork
- Report generation
- Data entry
- Call center experience
- Time management
- MS office
- Communication Skills
- Results-driven
- Target achieving skills

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam
- Arabic