



PRAVEEN - KOREJJI

📍 Deira Dubai
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🔧 Skills

✚ Excellent communication and customer service skills. ✚ Strong knowledge of all foreign currency, Gold loan, Remittance and RBI Rules and Regulations, AML/EXIM. ✚ strong decision making & problem solving abilities. ✚ Time management, Smart appearance, reliable & punctual, team work skills, Data Analysis.

🗣 Languages

🇬🇧 English 🇸🇦 Arabic 🇮🇳 Hindi
🇺🇲 Urdu 🇲🇾 Malayalam 🇰🇷 Kannada

🎯 Objective

10+Year Experience GCC Gulf & INDIA with Highly focused and dependable Customer Service executive Remittance Foreign currency exchange Exchange, Gold loan and Bank Teller with excellent customer service and cash management record. Adept at handling multiple customer request and concerns with the utmost professionalism and courtesy. Excellent language skills like English, Arabic, Hindi & Malayalam. Able to work well independently with little to no supervision or coordination with customer service & other bank staff.

📁 Experience

AL ANSARI EXCHANGE LLC

01/06/2022 -

REMITTANCE CLERK/ FCY FOREIGN CURRENCY EXCHANGE

01/06/2024

✚ 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 ✚ Performs administrative tasks such as filing, generating reports and maintaining mail correspondence ✚ Provides support and information to customers, over the counter and by phone ✚ 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.

Universal cold store LLC Saudi Arabia

20/02/2017 -

📁 Cashier Cum Accounts

13/06/2021

✚ Managing All daily Cash and accounting transaction ✚ Maintaining the cash & Accounting reconciliation ✚ Maintaining all registered & Remainder prepare financial statements ✚ cash allocation, Entries of bank cash book transaction daily ✚ Hadling daily cash. ✚ maintain cash book , AP matching, PO return, sales return, payments, receipts inventory management, stock adjustment, internal auditing, cash auditing daily basis.

Muthoot Fincorp Ltd (Muthoot Exim)Mangalore.

10/03/2013 -

📁 Customer Service Executive(counter staff , GL/FC cashier role)

10/02/2017

✚ To attend customers for all business transactions at the counter. ✚ Attending customers for making Remittance, currency exchange, Gold loan, SME loan, MMM, demand drafts, Money transfer(western union, Money gram, Eazy remitce, Transfast, Electronic transfer etc. ✚ To answer customer complaints, branch details enquiries, translation enquiries, rate enquiries, conversion. ✚ To provide Gold loan, Currency Exchange & Remittance delivery information, preparing daily & weekly sales reports. ✚ To contribute towards branch business development. ✚ Cross-sell products & introduce new ones. ✚ Ensure all teller transactions & other routine processing is done as per laid down procedures & RBI guidelines & ensure due diligence is carried out with respect to money laundering & other regulatory requirements. provide information & guidance to customers through the delivery of excellent customer service to resolve customer queries & achieve customer satisfaction. ✚ Maintain records of financial transactions. prepare End of the day report & cash reconciliation.

HDFC Bank (Mangalore)

22/06/2010 -

28/02/2013

Bank Teller

Assisting customers with processing transaction, such as deposits, withdrawals, or payments, resolving complaints or accounts discrepancies & answering questions. Receive & count working cash at beginning of this. Identify customer, validate & cash checks. Accept cash checks for deposit & check accuracy of deposit slip. process cash withdrawals. Perform specialized tasks such as preparing cashiers checks, personal money order, issuing travels checks and exchanging foreign currency. Receive & verify loan payments, mortgage payments&utility bill payments. Balance currency, cash & checks in cash drawer at end of each shift. Answer inquiries regarding checking & saving accounts& other bank related products. Initiate & open new accounts. counting & packing currency, reconcile cash drawers. promoting bank's products& services, Exchanging foreign currency, helping loan application. Following all bank financial and security regulations and procedures{AML}. Undertaken KYC as detailed by the RBI and company procedure.

Education

Mangalore University

2010

Bachelor's of commerce

A

SDM COLLEGE UJIRE

2007

P U C

A

Achievements & Awards

Best employment awards 🏆 2015.Muthoot fincorp Ltd Mangalore & Udupi District

VISA STATUS

UAE Residence

PERSONAL DETAILS

Marital Status : Married

Nationality : India Karnataka

Mangalore