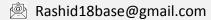


# **RASHID MM**

©+919567029165 • +919567029165



Kerala, India

# **ACADEMIC CREDENTIALS**

# O MBA IN HUMAN RESOURCE MANAGEMENT

- IGNOU UNIVERSITY(2022-2024)

# B.COM (co-operation)

- CALICUT UNIVERSITY (2017-2020) Kerala, India)

# Plus Two (Humanities)

- BOARD OF HIGHER SECONDARY EXAMINATION (2017)

**SSLC CBSE** (2013-2015)

# **ADDITIONAL SKILL**

# OUTWARD REMITTANCE

Gift
Family maintenance
University payment
Visa payment
Travel card

# FOREIGN CURRENCY

Currency purchase Currency sale

#### MONEY TRANSFERS

Western Union Ria money Transfast MoneyGram

# TRAVELS

Air ticket
Travel insurance
certificate attestation
Tourist visa

# LANGUAGES KNOWN

English	100 %
Malayalam (	100 %
Tamil I	60 %

#### PROFILE SUMMARY

Looking for challenging and satisfying career opportunity in a congenial working environment and prospects for continuation professional learning and growth along with the progression of organization. A self-motivated individual with an impeccable academic record, currently pursued MBA HR who has strong communication skills and the ability to get along well with people from diverse backgrounds.

# KEY SKILLS

Team Work	Leadership Con	nmunication	Quick learn	ing
MS office tools	Language	Skills	Interpersonal ski	ills
Decision-Making	Punctual Resilienc	e Adapta	bility Analytic	Skills

#### **EMPLOYMENT CHRONICLE**

# UNIMONI FINANCIAL SERVICES LIMITED INDIA | FOREX RELATIONSHIP OFFICER (MARCH 2023 – 2024 ) | VADANAPPALY

# **KEY RESPONSIBILITIES**

- Executes foreign currency transactions for clients.
- Establishes local exchange rates for retail customers based on market fluctuations; communicates rates to and directs other staff accordingly.
- Advises international clients on foreign markets and fluctuations
- Handle the concerns of the people who buy their company's products or services.
- They work to rectify issues experienced by individual customers as well as aim to improve the organization's overall customer satisfaction ratings.

# JAFZA (ISCON ENGINEERING) | ACCOUNTS ASSITANT (2021 DECEMBER-2022 DECEMBER) | UAE

# **KEY RESPONSIBILITIES**

- Preparation of Invoices and dealing with Accounts Receivable
- Reconciliation of the Bank Accounts on monthly basis and
- Maintain Daily Cash Report
- Handling of Petty Cash
- Dealing with Accounts Payable
- Preparation of Salary Sheets

# PERSONAL DOSSIER

Gender : Male

Date of Birth : 19/04/1998 Nationality : Indian

Passport No : S5041188

#### **INTERESTS**





Songs Travelling

Reading

# **COMPUTER PROFICIENCY**

- TALLY, ERP 9
- MS EXCEL
- GST
- DUBAI VAT
- MS OFFICE

#### **PROJECT**

 A study on the relationship between work stress and job satisfaction of employees in Unimoni financial services LTD

# PERSONAL STRENGTHS

- COMMUNICATION Interpersonal skills verbal, problem solving and listening skills in any administrative role.
- SERVICE Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list.
   Prioritizing tasks by the deadline for improving time management.
- MANAGEMENT- Management skills to direct others and review others performance.

# REFERENCE

Available upon request

# **DECLARATION**

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**RASHID M M**