



RASHID MM

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Kerala, India

ACADEMIC CREDENTIALS

- 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 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 Communication Quick learning
MS office tools Language Skills Interpersonal skills
Decision-Making Punctual Resilience Adaptability 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 ASSISTANT (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