



ARUN POOSALIPARAMBIL

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Dubai, U.A.E

PROFILE

Obtaining a position in any challenging organization that allows me to contribute effectively my knowledge, skills, and interest with a progressive approach in pursuing further education and personal growth

WORK EXPERIENCE

GCC EXCHANGE (2019- Present)

DESIGNATION: CUSTOMER SERVICE OFFICER/FOREX CASHIER

Duties:

- Adhering to AML/CFT policy under the central bank Guidelines.
- Adhering to signed company rules and policy/procedure
- Selling and purchasing of foreign currency with the current exchange rate.
- Ensuring that genuineness of currency notes being Exchanged.
- Ensuring that fake notes are reported immediately to the manager, who will take necessary steps to report to central bank/local police.
- Processing remittance transaction like western union, money gram, Ria and instant cash transaction
- Generating remittance voucher and accepting cash from remittance customer as per the payment voucher.
- Verifying voucher in the system and generating cash receipt voucher.
- Making sif files and accepting cash for salary deposits by Wps customers.
- make payments for a cash pay out to wps clients whose cannot be withdrawn from the ATM.
- Tallying of cash as per system and deposit with treasury before end of duty.
- Writing a report in Logbook about tally, excess, shorts, and system problem, if any
- Making sure the currency bought or sold is a genuine one.
- Verifying the customer's personal documents thoroughly Before printing the voucher

PERSONAL DETAILS

- Nationality : India
- Date of Birth : 04/03/1996
- Gender : Male
- Marital status : Single
- Visa Status : Employment

LANGUAGE KNOWN

- English
- Hindi
- Malayalam
- Tamil

EDUCATION QUALIFICATION

- Bachelor of commerce (B.com)
Calicut University India

PASPORT DETIALS

- Passport No : T2014162
- Date of issue : 18/03/2019
- Date of expiry : 17/03/2029
- Place of issue : India

PERSONAL SKILL

- Good public Relation & well-liked by superiors
- Acquainting to the environment and grasping the things faster
- Young, Energetic and Hardworking
- Perseverance, fast learning ability, good Communication and analytical skills.
- A team worker & can handle work pressure with ease
- Ability and experienced to work in a team of multi lingual & multi nationality.
- Innovative and enthusiastic

N.L FOREX PVT INDIA (2018 to 2019)

POSITION: SALES EXECUTIVE/CASHIER

Duties:

- Maintaining the branch stock level and foreign currency.
- Funding & transfer the currency on daily basis.
- Buying and selling foreign currency make good margin in branch
- Preparing Receipt voucher and payment voucher.
- Preparing stock in hand report end of the month handover to management.
- Handle balancing of daily transaction
- Balancing the cash at end of the day and hand over the cash to branch in
- Handling inquiry from customers.
- Handle customer's complaints and follow-up with concern Department.
- Develop business relationship with clients and increase customer base transaction
- Checking filling voucher.
- Collecting cheque from customer and end of the day deposit to bank. cheque copy forwarded to concern department.

❖ Reference will be provide upon request

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform to the best of my Abilities, early awaiting a positive response.

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