

Rinshad EM *Cashier Supervisor*

✉ rinshadem358@gmail.com

☎ +971501768262

📍 SHARJAH,UAE

📅 1997/08/27

🚩 Indian

🏠 R4210826

💍 Married

🚗 Indian

♂ Male

🌐 [linkedin.com/in/rinshad-em-586116239](https://www.linkedin.com/in/rinshad-em-586116239)

Professional Experience

2023/11 – present
Sharjah, UAE

Cashier Supervisor

Al Jazira Exchange

- Supervised and led a team of cashiers to ensure smooth operations and exceptional customer service.
- Processed safe and secure transactions, preparing cash bundles and money transfer parcels, undertaking end-of-day processing.
- Maintained receipts for financial transactions, and ensured accuracy in POS machine reports.
- Involved in process and operations, such as accepting and tallying cash amounts, undertaking KYC procedures, preparing remittance applications.
- Raised STR reports for suspicious transactions.
- Managed cash reserves, monitored currency exchange rates, and implemented strategies to optimize foreign exchange transactions.
- Customer focus and compliance are also key aspects of the role, including attending to customer queries, developing good relationships with customers, reporting suspicious activities, and ensuring compliance with policies and procedures.
- Resolved customer inquiries, complaints, and discrepancies promptly and professionally, maintaining a high level of customer satisfaction.
- Ensured strict adherence to anti-money laundering (AML) and Know Your Customer (KYC) regulations to mitigate financial risks.
- Prepared daily, weekly, and monthly financial reports for senior management, highlighting key performance metrics and trends.
- Collected customer information and analyzed customer needs to recommend potential products or services.
- Extensive experience in handling of foreign currency.

2019/11 – 2022/08
Fahaheel, KUWAIT

Cashier Supervisor

Almulla International Exchange

- Ensured the Branch Monthly, Quarterly and Annual Sales targets are achieved in accordance with the Company Business Plan.
- Managed the end of day cashier balancing of the branch.
- Managed the staff schedule and ensure duties and responsibilities
- Ensured the maximum amount of Rupees is sent for cash collection on a daily basis.
- Carry out routine checks on all tills to ensure the system and physical cash amounts tally.

2019/04 – 2019/11
Fahaheel, KUWAIT

FC Cashier

Almulla International Exchange

- Maintain quality relationships with customers and welcome with good manners.
- Remittance to different countries.
- Handling new beneficiaries (Arabic & English)
- Remit high value transaction and Foreign currency exchange.
- Cash and Knet Management of staffs.
- Marketing activities like telemarketing, online marketing through media etc.
- Ensure AML policies and verify customer KYC details.

- wallet to African countries) etc.

2018/09 – 2019/04
Kerala, INDIA

Assistant Admin cum Accountant

ATA TRAINING ACADEMY

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Received and sorted incoming mail and packages to record, dispatch, or distribute to correct recipient.
- Established administrative work procedures to track staff's daily tasks.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Reconciled company accounts for credit cards, employee expenses, and commissions.
- Completed financial reports, providing insight into performance, operations and cash flow.
- Maintained integrity of general ledger and chart of accounts.
- Compiled general ledger entries on short schedule with 100% accuracy.
- Collected and reported monthly expense variances and explanations.
- Used accounting software to issue tax returns and prepare consolidated reports.

Education

2015/06 – 2018/03
Kerala, India

Bachelor of Commerce

Calicut University

Skills

| | |
|-------------------------------|----------------------------------|
| Arabic Typing | Cash handling |
| Accounting Skill | Multi task skill |
| Record maintenance | Computer Skill |
| Time Management | Microsoft skill |
| Security Monitoring | Opening Closing procedure |
| Supervision | Tally ERP |
| Invoice Making | Billing |
| Collection of payments | Cheque Deposit |
| Remittance Processing | KYC Procedures |
| Suspicious Activity Reporting | Currency Exchange Management |
| Cash Reserves Management | Customer Relationship Management |
| Customer Needs Analysis | Foreign Currency Handling |
| Cashier Balancing | Staff Scheduling |
| Marketing Activities | Administrative Procedures |

Certificates

- Certificate of AML & CFT Training (KUWAIT, UAE)

Languages

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|-------------|----------|---------|
| • English | • Hindi | • Tamil |
| • Malayalam | • Arabic | |

Courses

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| Kuwait | Diploma in Professional Arabic Typing <i>Focus Academy</i> |
| India | Diploma in professional Accounting <i>ATA TRAINING ACADEMY</i> |

Declaration

To obtain a position where my skills and experience can be utilized to drive success and achieve organizational objectives.