



MOHAMED RAFAQ S

Teller / Cashier

To obtain a challenging administrative support position in an office environment, performing a variety of secretarial tasks. Have a highly professional attitude, excellent analytical skills, a strong attention to detail, and the ability to work in a team setting.



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mohdrafee4025@gmail.com

United Arab Emirates

EDUCATION

- **B.com with Corporate Secretaryship (2018 – 2021)**
Manonmanian Sundaranar University, Tamilnadu, India

CERTIFICATES

- **Tally ERP 9**
(08/2021 – 10/2021)
- **MS Office**
(11/2021 – 12/2021)

CORE COMPETENCIES

- Administrative work
- Technical Expertise
- Cash Management
- MIS Reporting & Documentation
- Customer Relationship

SOFT SKILLS

- Multitasking
- Problem Solving
- Time Management
- Self-motivated

PERSONAL DETAILS

Date of Birth: 18th Sep 1999

Nationality: Indian

Marital Status: Unmarried

Passport No.: U8643195

Address : Dubai, UAE

Visa Status: Visit Visa

Visa Expiry: 2nd Nov 2024

PROFILE SUMMARY

- A visionary professional offering **nearly two years** of experience in **Administration and Finance operations**
- Coordinate with the **Finance Manager** in the preparation of monthly forecasts, and strategic plan
- **Team-based management** style with skills in determining company's mission & strategic direction, capable of leading & motivating individuals to maximize levels of productivity

WORK EXPERIENCE

Teller / Cashier

Global Forex and Asset Management Private Limited

Aug 2022 – Aug 2024

Nagercoil, India

Nature of Duties:

- Managed operations of buying and selling foreign currencies and ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Receive/issue cash transaction instruments like remittance, foreign currency exchange, demand draft, TT and value added services transaction payments etc.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards. Daily inputting of sales & purchase invoice to the finance system.
- Perform administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Provide customers with superior service while performing transactions and maximizing cross-sell opportunities.
- Prepare and maintain accurate records and reports of payroll transactions
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts and delivery are in order with business transactions.