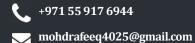


# **MOHAMED RAFEEQ S**

# 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.



**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

Visa Expiry:

Marital Status: Unmarried
Passport No.: U8643195
Address: Dubai, UAE
Visa Status: Visit Visa

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.