



MOHAMMAD IMRAN

CONTACT

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UAE

ACADEMIC CREDENTIALS

HIGHER SECONDARY

- Mangalore University College
Mangalore

HIGHER SCHOOL

- Deepika High School B.C.Road

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★
SYMEX	★ ★ ★ ★ ★

LANGUAGES KNOWN

- English
- Hindi
- Kannada
- Malayalam

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 26/09/1991
Nationality	: Indian
Marital Status	: Married
Visa Status	: Visiting Visa

CAREER ABRIDGEMENT

To achieve a challenging position as cashier/ customer service in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Energetic

Leadership

Presentation & Professional Speaking

Decision Making

Strategic planning

Interpersonal Skill

Negotiation

Critical thinking

Excellent problem-solving skill

EMPLOYMENT CHRONICLE

- CASHIER** | Oct 2018 – May 2023
HARSHA ELECTRONICS, MANGALORE
- CASHIER CUM REMITTANCE** | 2nd Aug 2017 – 2nd Aug 2018
TRUST EXCHANGE, QATAR
- CASHIER CUM REMITTANCE** | 21st Jan 2010 – 21st Jun 2015
AL GHURAIR INTERNATIONAL EXCHANGE, DUBAI

KEY RESPONSIBILITIES

- Dealing with local exchange houses
- Updating daily forex rates and analyzing the flow of every currency in the market
- Building and maintaining business relationship with customer, banks and other exchange houses
- Checking notes and identifying duplicate from genuine
- Ensures accuracy of transactions and balancing of daily cash
- Attend and address customer queries and complaints
- Supervises junior staffs as well other member of the team
- following and abiding compliance policies to protect the interest of the company as well as of the client
- Salary disbursement through WPS
- Handling and checking of foreign currency exchange with Customers
- Balancing the cash at end of the day and handover the cash to branch in charge.
- Can operate other money exchange systems
- Checking currency rates, cost and flow through FOREX system.

Remittance:

- Processing Local and International wire transfers.
- Develop business relationship, with client thus increasing customer base transaction.
- Facilities money transfer to various counties through EZ Remit. EZ Cash. Xpress Money, Instant Cash,
- Western Union, Eztop, Trans Fast and other money products.

PERSONAL INTEREST



Songs



Travelling



Reading

REFERENCE

- Available upon request

- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Maintaining a clean workspace.
- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client 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.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

MOHAMMAD IMRAN