

# MOHAMMED K.A

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**8+ Years GCC Experienced Foreign Exchange Cashier/Accountant**

## Career Objective:

*To obtain a challenging and competitive position where I can utilize my knowledge in financial planning and strategy to perform finance-related work such as Analysis, Forecasting, Reports Preparation, Accounts payable, Accounts Receivables, General Accounting, and other computational and reportorial tasks.*

## Educational Qualification:

- ❖ **Bachelor of Commerce** from Kannur University, India (2011)
- ❖ **Diploma in Financial Accounting** from Professional School of Accounting (2010)

## Professional Qualification:

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|----------------------|----------------------|
| ❖ <b>Tally ERP9.</b> | ❖ <b>Peachtree.</b>  |
| ❖ <b>Pways</b>       | ❖ <b>Quick Books</b> |
| ❖ <b>MS office</b>   | ❖ <b>Wings</b>       |

## Work Experience (6+ Years in KSA, 1 Year in UAE, 1 Year in India)

- ❖ **SENIOR FOREIGN EXCHANGE CASHIER**  
Company: **Redha Al-Ansari Exchange (Al Awir, Dubai, UAE).**  
Period: October 2022 to Present.
- ❖ **SENIOR FOREIGN EXCHANGE CASHIER/ACCOUNTANT**  
Company: **AL-MAKKI FOREIGN CURRENCY EXCHANGE (Mecca, Saudi Arabia).**  
Period: August 2015 to August 2021.

## Job Description:

- ✓ Conducted foreign currency exchange transactions for customers, ensuring accuracy and adherence to company policies and regulations.
- ✓ Provided exceptional customer service by addressing inquiries, explaining exchange rates, and assisting with currency-related needs.
- ✓ Maintained a high level of professionalism and courtesy when dealing with customers, effectively handling complaints and resolving issues to ensure customer satisfaction.
- ✓ Accurately counted and verified foreign currency and local currency banknotes to prevent errors and maintain financial integrity.
- ✓ Consistently balanced cash registers and currency inventory at the beginning and end of each shift, maintaining meticulous attention to detail.
- ✓ Complied with all regulatory and policy requirements related to currency exchange, including anti-money laundering (AML) and Know Your Customer (KYC) protocols.
- ✓ Processed various financial transactions, including the buying and selling of foreign currencies, traveller's checks, and prepaid travel cards.
- ✓ Calculated exchange rates and fees according to established guidelines, providing customers with accurate and transparent information.

- ✓ Issued receipts and maintained organized records of currency transactions, ensuring accurate and efficient record-keeping.
- ✓ Prepared daily, weekly, and monthly reports on currency exchange activities, meeting regulatory reporting requirements.
- ✓ Implemented security protocols to prevent fraud and safeguard cash, maintaining a high level of security awareness.
- ✓ Stayed up-to-date on current exchange rates and market trends, providing customers with valuable insights into currency market conditions.
- ✓ Identified opportunities to cross-sell additional financial products and services, enhancing the overall customer experience and revenue generation.
- ✓ Managed the collection of taxes, utility payments, and credit card transactions, while overseeing the finalization of all other staff accounts. Proficient in verifying discrepancies and reconciling petty cash funds.

### **Language Skill:**

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❖ English	: Speak, Write, and Read.
❖ Hindi	: Speak, Write, and Read.
❖ Arabic	: Speak, Write, and Read.
❖ Malayalam	: Speak, Write, and Read.

### **Strengths:**

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- ❖ *Ability to work under pressure.*
  - ❖ *Highly motivated and willing to learn.*
  - ❖ *Sincere and hardworking team player.*
  - ❖ *Prepared to work morning/afternoon shifts – weekends – public holidays*
  - ❖ *Previous experience in a cash-handling environment would be an advantage*
  - ❖ *Ability to work on own initiative accurately, with attention to detail.*
  - ❖ Excellent time management and ability to meet constant deadlines
  - ❖ Proficiency in Excel

### **Personal Information:**

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Date of Birth	:	02/02/1988
Passport No	:	V2239883
Marital status	:	Married
Nationality	:	Indian.
Visa Status	:	Residence Visa

### **Declaration:**

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*I hereby declare that all the information and details given above are true and correct to the best of my knowledge and belief.*

*I will be very glad to hear response from you for an interview at your convenient time. You can contact me on my mobile phone **+971 58 174 7617** or at my e-mail **mohammed.kandalayam@gmail.com***

Date: 06/10/2023.  
Place: Dubai.

Mohammed KA

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