



**Thanseer KJ**

[thanseerkj85@gmail.com](mailto:thanseerkj85@gmail.com)

WZAP -: +971543145259

MOB -: 0543145259 / 0522297712

## **Post Applied: TELLER / CASHIER / CUSTOMER SERVICE STAFF**

Detail-oriented and highly motivated Teller with 5 years of experience in managing cash transactions and providing exceptional customer service at **Al Jazeera Exchange, Qatar**. Seeking to leverage extensive knowledge of financial operations, regulatory compliance, and customer relations to contribute to a dynamic financial institution. Dedicated to enhancing operational efficiency, ensuring accurate transactions, and delivering outstanding client experiences in a challenging and growth-oriented environment.

## **Work Experience**

Period	Organization	Position & Experience Designation:
From July 2016 to Oct 2021	M/s. Al Jazeera Exchange Co., Doha	Cashier/Teller/Customer Service Exp.: Assigned as Teller of Al Jazeera Exchange Co.

## **ACADEMIC RECORD:**

- Bachelor of Commerce – B com in the year of March 2014, Shobhit University, Distance education
- Plus two - commerce
- Secondary school leaving certificate (SSLC)

## **COMPUTER PROFICIENCY:**

- Desktop Publishing (DTP) - Six (6) month Course
- MS Office, Photoshop, Page maker, Coral Draw etc
- Office Automation

## **HANDLED JOB RESPONSIBILITIES:**

- Accurately process cash deposits, withdrawals, and currency exchanges.
- Handle checks, drafts, and other financial instruments.
- Provide exceptional service to customers by addressing their inquiries and resolving issues.
- Assist clients with account-related questions and transactions.
- Manage and balance cash drawers to ensure accuracy and accountability.
- Reconcile discrepancies and report any issues to the supervisor.
- Perform routine cash counts and maintain proper cash levels.
- Adhere to anti-money laundering (AML) regulations and Know Your Customer (KYC) requirements.
- Follow company policies and procedures to ensure regulatory compliance.
- Accurately handle foreign currency exchange transactions, including buying and selling different currencies.

- Stay informed about exchange rates and currency fluctuations
- Ensure proper documentation and verification processes are followed

LANGAUAGES KNOWN:

LANGUAGE	SPEAK	READ	WRIGHT
ENGLISH	GOOD	GOOD	GOOD
HINDI	GOOD	GOOD	GOOD
ARABIC	Managable	GOOD	GOOD
MALAYALAM	GOOD	GOOD	GOOD
TAMIL	GOOD	NO	NO

PERSONAL PROFILE:

Age & Date of Birth : 38 years  
(11/11/1985)

Nationality : Indian

Sex : Male

Marital Status : Married

DETAILS OF PASSPORT

Passport No. : X2830658

Place of Issue : Cochin, India

Date of Issue : 19/01/2024

Date of Expiry : 18/01/2034