

# MOHAMED NAFRIN

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Ajman

## CAREER OBJECTIVE

To contribute my skills, education which I gathered along the years to a growing and dynamic firm with a due sense of ethicality



## EXPERIENCE

### LULU INTERNATIONAL EXCHANGE LLC - (2021- Present)

#### Position: - Business Development Executive (WPS)

- Deal with individual retail customers and advise them on various banking and financial products and services offered by the company.
- Addressing customer concerns and complaints.
- Schedule regular meetings with customers to ensure they are satisfied. Set revenue and sales target band work diligently to meet them.
- Maintaining a long term relationship with accounts and maximizing sales opportunities within them Ensure the correct product and services are delivered to customers in a timely manner.

### LULU INTERNATIONAL EXCHANGE LLC – (2018- 2021)

#### Position: - FLA/FC Cashier

- Executed customer transactions regarding cash, money orders and money exchange.
- Proficient in exchanging 30 different currencies.
- Maintained balancing record with 100% rate of accuracy.
- Proficient in using computers and other office equipment.
- Exceeded monthly sales goal.
- Recorded amounts received and prepared reports of transactions.
- Processed exchange and foreign currency.
- Maintained friendly and professional customer interactions.
- Trained new employees regarding money exchange procedures and cash drawer handling.

## EDUCATION

- Completed G.C.E ( Ordinary Level) in 2010 4 A's, 1 B C's
- Completed G.C.E ( Advance Level) in 2013 Commerce 2 B's, 1C & 1C GIT- "A" pass

## PROFILE

Enthusiastic Employee who can boost productivity, foster efficiency and ensure effectiveness.

Motivated Personnel with a talent in analyzing, communication and organizing skills

Creative problem solver who can see the big picture and not losing focus on slight details which deliver result

Goal Driven Achiever with continuously learning in the employment and utilizing the opportunities to improve the position in the organizational structure. Experienced Professional who upholds the skills of ethics values and governance.

## **AMANA TAKAFUL PLC**

**[ 2015 January - 2018 July]**

**Position: - Senior financial service executive.**

- Develop new relationships with prospects to significantly capture sales, especially in key accounts, as well as servicing existing clients/agents.
- Exploring new business opportunities and creating appropriate channels of distribution.
- Responsible for providing an excellent advisor experience through all interactions to existing channels of distribution.
- Networking with prospective groups and networks in order to increase company's footprint.

## **MAHDHI PHARMACEUTICALS (PVT) LTD**

**[2013 December-2014 December]**

**Position:- Assistant Accountant**

- Knowledge of weekly payroll, purchase and sales invoices,
- TAX returns and bank reconciliation.
- Quickly responding to queries relating to invoices and payments.
- Handling incoming cash and posting it into relevant bank accounts.
- General office duties, answering phones, filling and distributing the post.
- Checking Purchase Invoices to Delivery Notes.
- Reconciling payments with bills.
- Ensuring all invoices is validated against relevant purchase orders.
- Monitoring customer accounts for non-payment and delayed payment.
- Prepare payments for signature.
- Good keyboard skills. And able to quickly input and manipulate financial data.
- Accurately processing supplier invoices and credit notes.
- Proficient in the user of computerized accounting systems and spreadsheets.

## **ADDITIONAL SKILLS**

- Reading writing and speaking knowledge of English, Sinhala and Tamil.
- Proven ability to work independently and in a team as appropriate.
- Ability to provide leadership for teams.
- Effective time management skills to meet objectives and strict deadlines.
- Ability to work with minimum supervision.

## **DRIVING LICENSE INFORMATION**

- U.A.E Driving License No : 328638

## **DECLARATION**

I hereby declare that the above mentioned statements are correct & true to the best of my knowledge & belief.

## **COMPUTER LITERACY**

- Successfully completed the certificate in computer Applications' (MS Office, MS Excel)
- Successfully Completed Graphic, Web Designing & PDM.
- Diploma In Computerized Financial Accounting
- Tally Erp7

## **PROFESSIONAL QUALIFICATION**

- Certified for Diploma in ICT at IDM affiliated campus.
- Certified for Examination of Certificate Course in English.
- Diploma in English at British Council.
- Certified for examination of Insurance (IBSL).

## **LANGUAGES SKILLS**

- Arabic
- English
- Hindi
- Malayalam
- Tamil
- Sinhala

## **PERSONAL INFORMATION**

Full Name :Mohamed Nafrin  
- Nagur Nuhuman  
Date of Birth :14<sup>th</sup> November 1994  
Nationality :Sri Lanka  
Religion :Muslim  
Gender :Male  
Marital Status :Married

## **PASSPORT DETAILS**

Passport No : N7378000  
Date of issue : 20/03/2018  
Date of expiry: 20/03/2028  
Place of issue : Colombo  
Address : Ajman

