

CURRICULUM VITAE

SYED IBRAHIM AHMED

Mobile: +971507187874

Email: syedibm84@gmail.com



EDUCATION & QUALIFICATION

- ✓ B.com Computers completed from (Osmania University in 2007) Hyd.
- ✓ Intermediate completed from (Govt Junior College Aliya in 2002) Hyd.

GULF EXPERIENCE IN UAE

ORGANIZATION: Oasis Money Exchange Company

DESIGNATION : Worked in as a Banking Teller Cashier.

JOB ROLE RESPONSIBILITY

- ✓ Cash Handling Accurately process cash and while issuing receipts to customers.
- ✓ Daily reconciliation cash and other payments with the daily sales and prepare accurate reports for submission to the finance departments.
- ✓ Customer interaction assists customers with payments inquiries resolve discrepancies and provide receipts promptly.
- ✓ Bank deposits safely hand over cash and cheques to authorized personnel for banking as per company procedures.
- ✓ Daily transactions all recording accurately in the systems and maintain an up-to-date ledger.
- ✓ Responsible for customer service and customers through phone and emails. and daily reports statements followed.
- ✓ having in good understanding skills to analyze and solve the problems of the customers efficiently.
- ✓ Able to work in morning/evening shift assigned by the line manager.

EXCHANGE SOFTWARES USING PROFICIENCY

- ✓ Western Union
- ✓ Instant Cash
- ✓ Symex System
- ✓ TransFast
- ✓ Cash Express
- ✓ Electronics funds Transfers to Banks.

From April 2015 -To- Present in Al-Ain U.A.E

ORGANIZATION: AL FUAD EXCHANGE CO

DESIGNATION : Worked in as a Counter Desk Teller.
Kuwait Farwaniya city from 2009 to 2011.

TECHNICAL QUALIFICATION

- Certificate of Ms-Office (Word, Excel & Power Point Outlook)
- Certificate of PageMaker, Corel Draw, Photoshop 7.0
- Certificate of Computer Hardware & Networking
- Certificate of Tally 6.3
- Certificate of P.G.D.C.M Course Diploma.
- Certificate of Civil Draftsman ship & Auto Cad Diploma.

PERSONAL INFORMATION

Name : Syed Ibrahim Ahmed
Father : Late Syed Ahmed
Date of birth : 28th AUG 1984
Languages : English, Arabic, Urdu & Hindi.
Nationality : Indian
Religion : Muslim
Marital Status : Married
Visa Status : Employment Transferable
Place : Al Ain
Mobile : 050-7187874