



# SAMANDEEP KAUR

## Foreign Currency Cashier

+971-581431380

Samandeep111992@gmail.com

Visit Visa Valid – 04 Jan, 2025.

### Work Experience :-

- ❖ **Aug 2019 to Aug 2023 @ LM Exchange – Dubai, UAE.**
- ❖ **Jan 2019 to Aug, 2019 @ DCL-Worldwide Recruitment Services – Dubai.**  
**Role – Recruitment Officer.**
- ❖ **May, 2016 to Sept, 2017 @ Macleods Pharmaceuticals Ltd. – Architecture & Interior Designer.**

### Personal Profile

**Date of Birth** : 11/11/1992  
**Father's Name** : Sh. Palwinder Singh  
**Nationality** : Indian  
**Marital Status** : Married

### Languages Known

English, Hindi, Punjabi

### Passport Information

**Passport No** : Y3787793  
**Expiry Date** : 18/06/2034  
**Places of Issue** : Chandigarh

### Permanent Address:-

**Village:- Hemumajra**  
**Tehsil:- Guhla, Cheeka.**  
**District:- Kaithal**  
**Haryana**  
**136034.**

### AREAS OF EXPERTISE

- Recruitment processes
- Direct hiring
- Scheduling interviews
- Performance reviews
- Personal development plans

### Professional Objective

Teller well-versed in Currency Exchange and Customer Service. Cash handling and Computer Proficient with strong Communication skills. Used to working alone and under pressure with little to no supervision.

### LM Exchange – DUBAI from August 2019 to August 2023.

- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.
- Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
- Enter customers' transactions into computers in order to record transactions and issue computer-generated receipts.
- Count currency, coins, and checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.
- Identify transaction mistakes when debits and credits do not balance.
- Arrange monies received in cash boxes and coin dispensers according to denomination.
- Process transactions such as term deposits, retirement savings plan contributions, automated teller transactions, night deposits, and mail deposits.
- Resolve problems or discrepancies concerning customers' accounts.
- Perform clerical tasks such as typing, filing, and microfilm photography.
- Monitor bank vaults to ensure cash balances are correct.
- Order a supply of cash to meet daily needs.
- Sort and file deposit slips and checks.
- Receive and count daily inventories of cash, drafts, and travelers' checks.
- Compose, type, and mail customer statements and other correspondence related to issues such as discrepancies and outstanding unpaid items.
- Issue checks to bond owners in settlement of transactions.
- Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.

- Recruitment administration
- Recruitment campaigns
- Absence management

## **DCL WORLDWIDE RECRUITMENT SERVICES – from Jan 2019 to July**

**Aug 2019, DUBAI.**

### **Job Description:**

- Conducting first stage interviews.
- Using social media platforms to recruit people.
- Interpreting and then advising colleagues on employment law.
- Developing staffing solutions.
- Coordinating recruitment campaigns.
- Organising recruitment events at a Postgraduate and Undergraduate level.
- Undertaking salary reviews.
- Making arrangements for the advertisement of vacancies.
- Conducting telephone and face to face interviews.
- Helping applicants prepare themselves for an interview.
- Checking out past references.
- Negotiating rates with external recruitment agencies.
- Screening applicants who have applied for jobs.
- Giving feedback to job applicants on their applications.
- Advertising vacancies using the appropriate channels.

### **Academic Qualification**

CLASS	UNIVERSITY/BOARD	YEAR
B.Tech in Civil Engineering	Kurukeshtra University (KUK)	2011-14
Diploma in Architecture	Punjab Technical University (PTU)	2009-11

- **IELTS** with 6.5 Bands from British Council, Mohali (India)
- Sound knowledge of MS Word, Excel, PowerPoint
- Marketing functions and their characteristics and marketing management process
- Business and marketing strategies and implementation
- Characteristics of the marketing environment
- Strategic issue management

### **Work History / Work experience**

**May 2016 to Sept, 2017 @ Macleods Pharmaceuticals Ltd – India.**

#### **Architecture & Interior Designer.**

- Designs interior spaces, including permanent architectural details and temporary elements
- Assesses and meets client requirements and desires through regular meetings and conferences
- Produces sketches, drawings, and floor plans to illustrate concepts and finished projects using computer-aided design programs (CAD) and hand-drawing skills
- Creates idea boards to communicate design concepts to clients
- Selects design strategies and colour palettes to create cohesive and aesthetically pleasing environments
- Enhances and improves interior spaces' functionality by modifying architectural elements and arranging furnishings, artwork, and decor
- Creates project budgets, including materials and labour
- Establishes project timelines and coordinates work activity, vendor involvement, and outside contractors as necessary
- Negotiates pricing for materials and labour
- Maintains relationships with vendors and outside contractors, and hires out work as necessary

### **Self-Description:**

I am a friendly, relaxed, social person, who has a passion for everything I do. I take pride and satisfaction in my work. I enjoy working with other people, and work well as a part of a team.

**References Available upon  
Request.....**

- Participates in regular networking opportunities and actively develops a client base
- Performs research and maintains a working knowledge of trends and new developments in the interior design and architecture worlds
- Adheres to national and local building and safety codes with every design element
- Reads and interprets blueprints
- Works closely with various colleagues, including architects, artists, contractors, painters, upholsterers, and building inspectors

#### **KEY SKILLS AND COMPETENCIES - Professional**

- Adaptability & responsiveness
- Courteous and helpful
- Trusted key holders
- Accurate money handling
- Multitasking skills
- Reliability
- Creative Problem Solver
- Exceptional communication skills
- MS window proficient
- Quick learner
- Commitment to quality and service
- Flexible Schedule.

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications and my experience

**SAMANDEEP KAUR**