

JASEEM K J

Experienced Cashier | Financial Transactions | Customer Service |
Office Administration

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Dubai

JK

EXPERIENCE

Fc cashier

Lulu international exchange llc

02/2017 - 07/2024 Dubai, uae

- Receive /issue cash transaction instrument like remittance, foreign currency exchange and value-added services transaction payments, etc
- Proficient in exchanging 30 different currencies
- Open/close branches as required and ensuring all tasks and checks are completed
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provides support and information to customers, over the counter and by phone
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' cash balance report at the close of each business day
- Reconcile all end day transactions prior to leaving the branch to ensure that all cash receipts & delivery are in order with business transaction
- Report to Branch in charge or Branch Supervisor about any discrepancy in cash count or fake notes
- Complying AML policy & procedures as per the guideline of CBUAE
- Maintained friendly and professional customer interactions
- Training new employee regarding money exchange procedures and cash drawer handling
- Perform all duties as assigned by supervisor

Photographer, designer & sales rep

Express studio

04/2013 - 04/2015 Abu dhabi, uae

Photographer, designer & sales rep

Mark studio

04/2012 - 04/2013 Kerala, india

- Capture high-quality photographs for events, portraits, products, or marketing campaigns
- Use advanced photography equipment, lenses, and lighting to produce desired effects

EDUCATION

2012 plus two humanities

Plus two humanities

01/2012 - 12/2012 Location

SUMMARY

Dynamic professional with extensive experience in cashiering, office administration and sales operations, delivering exceptional service across diverse roles. Adept at handling financial transactions, maintaining accurate records, and ensuring operational efficiency. Skilled in managing office functions, organizing documentation, and supporting day-to-day business activities. Proven ability to drive sales, assist customers with product inquiries, and create a positive shopping experience. Known for excellent communication, multitasking, and problem-solving skills, with a strong commitment to meeting organizational goals and enhancing customer satisfaction.

KEY ACHIEVEMENTS



Enhanced Customer Experience

Achieved 15% increase in customer satisfaction through prompt service and personalized assistance.



Efficient Cash Handling

Successfully managed daily cash transactions exceeding \$50,000 with zero discrepancies.



Employee Training Excellence

Trained 10 new employees, increasing team productivity by 20% within three months.



Currency Exchange Expertise

Handled over 100 currency exchange transactions daily with 99% accuracy rate.

TRAINING / COURSES

Photoshop certificate

Sslc

Bhse

LANGUAGES

Arabic

Advanced



LANGUAGES

English Advanced	<div><div></div><div></div><div></div><div></div><div></div></div>
Hindi Advanced	<div><div></div><div></div><div></div><div></div><div></div></div>

SKILLS

Adobe Photoshop	AML	CASHIER
Data Entry	Excel	MS Excel
MS Word	Negotiation Skills	
PHOTOSHOP	Product Knowledge	