



## RAMANDEEP SINGH

### CASHIER

✉ rsohig5449@gmail.com  
📅 Date of birth  
23/07/1996  
🇮🇳 Indian  
📍 SIKH  
📞 056 968 1019  
👤 Single

### Languages

English

Hindi

Panjabi

### Interests

MUSIC

FOOTBALL

BOOK READING

WRITE NOVELS

INTERDAY TRADING

STOCK MARKET

### Skills

Handling cheques for clearing

Answer customer Enquiries

Seek advice

Follow Up

Mindset

Product and service knowledge

Focus problem solving

Empathy

Personalised

Active listening

To obtain a challenging position in a dynamic company wherein my professional expertise, excellent customer service and academic skills will be applied in making a significant contribution in a competitive and growth-oriented organization.

### Work experience

#### CUSTOMER SERVICE OFFICER CUM CASHIER

Since November 2022 [AL RAZOUKI INTERNATIONAL EXCHANGE DUBAI](#)

Worked with **AL RAZOUKI INTERNATIONAL EXCHANGE** as **Customer service officer** and **Cashier** of branch.

##### My key responsibilities included:

- FC Sale & Purchase of all Currencies.
- Remittance Cash Collection for all countries.
- Preparation of Remittance for all countries.
- Western Union Sending & Receiving.
- Trans fast Sending and Receiving.
- Ria money Sending and Receiving.
- Instant cash Sending and Receiving.
- Preparation of Central Bank Cash.
- Registering WPS customer as per UAE Compliance procedure
- Making of Salaries in WPS PRO.
- Registering and dealing with Corporate clients as per UAE compliance procedure.
- Replying to all query through emails/calls of customer.
- Replying to all the company compliance emails regarding KYC and other internal matters.
- Preparing of KYC form, Amendment form and Cancellation Form as per company compliance policy.
- The experience at the Exchange has enabled me to develop an understanding of Financial Market key business processes of Exchange Company

#### INVENTORY

From January 2020 to October 2022 [WESTZONE SUPERMARKET DUBAI](#)

- Monitored and managed stock levels to ensure optimal inventory availability
- Conducted regular stock checks and audits to identify discrepancies and maintain accuracy.
- Coordinated with suppliers and vendors for timely stock replenishment.
- Maintained organized storage areas and ensured adherence to company safety and cleanliness standards.
- Assisted in implementing inventory control systems to minimize wastage and reduce costs.
- Generated detailed inventory reports to support management in decision-making.

#### SUPERVISOR

From January 2015 to March 2020 [DASHMESH MECHANICAL WORKS AMARGARH INDIA](#)

- Oversaw daily operations, ensuring team productivity and adherence to company policies.
- Trained and guided staff to maintain high customer service and operational standards.

Assets

Patience

Empathy

Time Management

Interpersonal

Education

● INDUSTRIAL TRAINING INSTITUTE

From March 2017 to March 2019    [SHAHEED BHAI KANI SINGH COLLAGE](#) Malerkotla, PB, India

● COMPUTER ENGINEERING

From March 2012 to March 2015    [BHAI GURDAS POLYTECHNIC COLLAGE](#) Sangrur, PB, India

Computer skills

C3 PORTAL

CASMAX (EXCHANGE HOUSE SOFTWARE

ASPIRE

WPS PRO

INSTANT CASH

WESTERN UNION

RIA MONEY

TRANSFAST