Ajeeb Bin Sayed Kassim Dubai, UAE. Contact: +971 565658170 Email: <u>ajeeb414@gmail.com</u>



Executive Summary:

MBA in Finance with 8 years of Experience in the field of Human Resource, Finance, Customer Service, Administration, Cash Management, Expenses Management with hands on experience on SAP, ERP, Carmex, Excel and Tally.

Professional Experience:

Zulekha Hospital (Dubai) Cashier

Duties and Responsibilities:

- □ Received Cash payments from customers.
- Processed credit card transactions accurately
- □ Tallied Cash & card transactions at the end of the shifts
- □ Booked appointments for patients as per requirement.
- □ Helped with registration process for new patients
- □ Customer Service
- □ Coordinated with medical staff & doctors for walk in patients.
- □ Updated payments into system applications without errors & mistakes

DownTown Trading Corporation (India)

(June 2021 to Oct 2023) HR

Administrator & Cash Officer Duties and Responsibilities:

- Human Resource Management
- D Plan & implement Talent Acquisition strategy.
- □ Providing adequate trainings & guidelines to newly joined employees.
- Distribution of Bonus & Overtimes Payments to employees
- □ Customer Service
- Daily attendance tracking
- □ Managing all the Cash & Bank related transactions of the Company



(Nov 2023 to May 2024)

AL Ghurair Exchange (Dubai) Assistant Manager (Shift Manager)



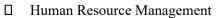
(Sep 2018 to Oct 2020)

Duties and Responsibilities:

- □ Customer Service
- □ Skilled at receiving and processing banking transactions.
- □ Handling foreign currencies (buying & selling).
- □ Preparation of payment vouchers for petty cash.
- □ Execute bank remittance to various countries, cash pickup and swift transfer with accuracy.
- □ Making live txn of Du & Etisalat bill payments.
- Handling branch staff schedules
- □ Release of salary to customer under WPS module.
- □ Knowledge of financial principles and practices.

K.M. Trading L.L.C. (Dubai) HR Administrator & Cash Officer

Duties and Responsibilities:



- Daily attendance checking
- D Providing staff trainings & motivational classes as & when needed
- D Posting any sick leaves, absence & cashier deductions to ERP
- □ Solving customer related issues (credit card, deductions, and cash payment issues).

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- □ Handling all sorts of Cash & bank related activities of the branch
- □ Customer Service
- Cash management

LULU Hyper Market (India) Accounts Executive (Finance)

Duties and Responsibilities:

- □ Transaction with banks and clients.
- □ Ensuring effective cash flow movements through various accounts.
- D Preparing and maintaining various documents throughout the department.
- □ Reporting on daily basis activities to the head of departments.
- □ Safe handling and solving of customer-related problems.
- □ Management and settlement of cashiers among various departments.



(Mar 2016 to Aug 2018)

(Aug 2014 to May 2015)

Education

Master's in Business Administration (MBA FINANCE) - (2015-2022)Bachelor's Degree in Commerce (B-COM)- (2011-2014)

Personal

- \Box Date of Birth : March 03, 1992
- Gender : Male
- □ Status : Married
- Language : English, Hindi, Malayalam, Tamil

Declaration

I Ajeeb Bin Sayed Kassim hereby acknowledge that the above details are true to the best of my knowledge.