

Ajeeb Bin Sayed Kassim  
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### **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**



**(Nov 2023 to May 2024)**

### **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
- ☐ 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

**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**



**(Mar 2016 to Aug 2018)**

**Duties and Responsibilities:**



- ☐ Human Resource Management
- ☐ Daily attendance checking
- ☐ Providing staff trainings & motivational classes as & when needed
- ☐ Posting any sick leaves, absence & cashier deductions to ERP
- ☐ Solving customer related issues (credit card, deductions, and cash payment issues).
- ☐ Handling all sorts of Cash & bank related activities of the branch
- ☐ Customer Service
- ☐ Cash management

**LULU Hyper Market (India)**  
**Accounts Executive (Finance)**



**( Aug 2014 to May 2015)**

**Duties and Responsibilities:**

- ☐ Transaction with banks and clients.
- ☐ Ensuring effective cash flow movements through various accounts.
- ☐ 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.

### **Education**

Master's in Business Administration (**MBA FINANCE**) - (2015-2022)

Bachelor's Degree in Commerce (**B-COM**) - (2011-2014)

### **Personal**

- ☐ 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.