

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.