



✉ [satham1765@gmail.com](mailto:satham1765@gmail.com)

☎ +91 8778628578

📅 D.O.B: 05/03/1993

📍 Peravurani, India

### SKILLS:

Exchanging currencies,  
Customer Service,  
Accurate Math, Financial Transaction,  
Money Management,  
Banking Operations,  
Accounting, Cash handling.

### Language Known:

English, Tamil, Urdu,  
Hindi, Malayalam, Arabic

### Personal Information:

Passport No : N4120146

Marrital Status : Married

Nationality : Inidan

Gender : Male

D.O.B : 05-03-1993

### EDUCATIONS:

Business Administration  
Bharathidasan University, India - 2015  
PGDCA  
Bharat Educational Institutions, India- 2016

## CURRICULAM VITAE

### SATHAM HUSSAIN MUTHALIF

FCCashier/Remittance Clerk/Customer Service

Cash teller with 6+ year experience providing outstanding customer service in banking environment. As a foreign exchange teller, responsible for maintaining friendly and professional customer interactions.

### WORK EXPERIENCE:

FC CASHIER CUM REMITTANCE CLERK / PeravuraniI, India  
UNIMONI, Foreign Exchange / Money Transfer  
Dec-2024 to Present

### Achievements/Task

- ❖ Booking Tickets Processing, loan transaction.
- ❖ Exchanging Foreign Currencies.
- ❖ Money Transfer and Target Achievements.
- ❖ VAT Payment and Receiving Money
- ❖ Maintained Friendly Professional Customer interactions.

FC CASHIER CUM REMITTANCE CLERK / Dubai, United Arab  
Emirates  
Redha Al Ansari Exchange  
Nov-2022 to Nov 2024

### Achievements/Task

- ❖ Executed Customer transaction regarding Cash, Money orders and money exchange.
- ❖ Proficient in exchanging 40+ different Currencies.
- ❖ Maintained balancing record with 100% rate of accuracy.
- ❖ Processed WPS Pay roll and Salary payout.
- ❖ Proficient in using computers and other office equipment.
- ❖ Exceeded Monthly sales goal.
- ❖ processed Exchange and foreign Currency
- ❖ Maintained friendly and professional customer interactions.

FC CASHIER CUM REMITTANCE CLERK  
Mohd Hassan Yaala & Sons Co For Exchange / Jeddah, Saudi Arabia  
Jun 2016 to Aug 2021

### Achievements/Task:

- ❖ Successfully handled Cash transactions with accuracy and speed while providing excellent Customer Service.
- ❖ Balanced Cash drawer accurately and efficiently at the end of each shift.
- ❖ Verified Customer's identification and ensured they met all requirements to open and close accounts.
- ❖ performed all duties as assigned by Supervisor.
- ❖ Follow up the AML procedure
- ❖ VAT collection and Bill payment Services.
- ❖ Updating KYC document

REF : MO/HR/967/11/2024

Employee No: 2254

19<sup>th</sup> November, 2024

شهادة خبرة

Service Certificate

REDHA AL-ANSARI EXCHANGE in DUBAI certifies that Mr. SATHAM HUSSAIN MUTHALIF, INDIAN Nationality and the holder of the INDIAN Passport No: N4120146 was working with this Company from 14/11/2022 to 09/11/2024 as a CASHIER.

تشهد / رضا الأنصاري للصرافة في دبي بأن السيد / صدام حسين مطلق ( هندي الجنسية ) ويحمل جواز سفر هندي رقم N4120146 قد عمل لدينا خلال الفترة من 14/11/2022 إلى 09/11/2024 وكان آخر وظيفة قد عمل بها لدينا هي أمين صندوق .

This certificate has been provided at his request and without having this Company accepting any legal responsibilities towards others.

وقد أعطيت للمذكور هذه الشهادة بناء على طلبه ودون تحمل الشركة أى مسؤولية قانونية تجاه الغير .



( AUTHORIZED SIGNATORY )

ملاحظة : هذه الشهادة ليست شهادة التوصية. Remark: This Certificate is NOT a Recommendation Certificate.

