

KAZI MOHAMMED ARMAN



Contact

@ armanmohammed251@gmail.com

0566066580

Maaza signal, Sharjah

Personal Details

Marital Status : Married

Nationality : Bangladesh

Religion : Islam

Skills

✓ Well organized, reliable, 80%
punctual and competent. ✓
Accurately and promptly
processing documentation. ✓
Providing customers a
personalized friendly and efficient
cashiering service. ✓ Taking
payments from customers &
responsible for accurate
allocation of cash. ✓ Recording
all cash activity on a daily basis.
✓ Sorting, counting and
wrapping currency and coins ✓
Compiling & maintaining
monetary non-monetary reports
records.

Languages

English Arabic Bangla Hindi Urdu

Interests

Travelling, Book reading, Photography,

OBJECTIVE

A candidate with a strong academic background, excellent communication skills, and a hard working mannered teller and cashier with positive attitude to work of the breadth of accounts. Able to uphold high standards of customer service and adhering to a companies regulation and procedures. Experience of working in a fast paced retail environment and having a proven track record of working under pressure for instance. Now currently looking for a suitable teller and cashier position to work for an employer who offers a modern and friendly working environment. I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

Al Rostamani International Exchange 23.07.2024 -
Customer Service Cashier

*Ensuring transactions are accurate and compliant with banking regulations.

*Cheque verification for collection in banking till receipt.

*Maintaining payroll service documentation with online transaction variable.

*Foreign currency transaction on corporate demand process.

Al Bader Exchange 13.06.2021 -
Cashier

*Assisting banking transactions, deposits, withdrawals, account-related activities. 14.06.2024

*Handle currency exchange, process checks, and issue cashier's checks or money orders.

*Verifying customer identification, ensuring that all transactions are accurate and compliant with banking regulations.

Bkash Ltd (a subsidiary Brac bank) 03.01.2016 -
Compliance officer

*Ensures an organization adheres to laws, regulations, and internal policies by staying updated on legal changes. 10.02.2018

*Manage risk, maintain ethical standards, and protect the company's reputation.

Mutual trust bank ltd 03.03.2013 -
Internship

*Assisting with tasks such as financial analysis, data gathering, report drafting, and market research

*Strategic decision-making opportunities for professional growth, skill development of the banking industry's operations.

EDUCATION

International Islamic University Chittagong 2015
Masters of Business Administration (MBA)
3.208

International Islamic University Chittagong 2013
Bachelor of Business Administration (BBA)
3.179