



MOHD KAYUM

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Seeking a challenging and responsible position in a professional organization in the area of **Administration/ Accounts/ Commercial Operations** to contribute towards organizational success and learn and grow to a **Senior Level executive**.

Professional Synopsis:

- Holding Master's Degree MBA (Finance and Marketing) with B.COM Accounts & Finance Professional 4 year of experience, record of quality work performance within multicultural dynamic business environment. **Presently associated with LULU INTERNATIONAL EXCHANGE L.L.C. As Front Line Associate in Dubai UAE .**
- An astute planner, strategist & implementer with demonstrate abilities in devising activities for the acceleration of business growth and brand value.
- Proven skills in Marketing to work in sync with the organization's objectives & self-motivated for achieving the goal. Strong Team management skills and high achievement orientation Open for implementation of new ideas & accept challenges.
- An effective communicator with good presentation skills, strong analytical, problem solving and relationship management abilities.

Career Snapshot

April 18` – Till Now LuLu International Exchange L.L.C. Dubai (UAE) Front Line Associate

Accountabilities:

- Managing cash transactions
- Remit, Forex, other Products (WU,XM,TF,EZTOP)
- POS (Point of sell)
- Self Audit and Checkout Documents
- Maintain Petty Cash
- Up selling value added services as applicable
- Greeting the customer on arrival in branch
- Completing all transaction documents correctly
- Complying with all compliance requirements related to their role
- Facilitating the customer's transactions in accordance with branch operations procedures

Accountabilities:

- Gathering market and customer information.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
- Cold calling to arrange meetings with potential customers to prospect for new business.
- Presenting the product or service in a structured professional way face to face.
- Bring in quality customers to the bank to achieve the agreed monthly and annual targets on Branch assurance.

April`16 –April`17	Indusind Bank,	Rajasthan (INDIA)	ASM
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Accountabilities:

- Bring in quality customers to the bank to achieve the agreed monthly and annual targets on Branch assurance.
- To develop & manage direct client relationships and be responsible for the day-to-day relationship with the customer as well as providing investment advice, ensure all cross sell opportunities are effectively leveraged and closed.
- Develop and implement planning of marketing activities in order to achieve the cluster's target, initiating new customer relationships, coming up with innovative and ways to get best instant as well as long term results.

Achievements:

- Many times won gift vouchers from BSM and Cluster head in monthly/quarterly review meet.
- In recognition to Continued efforts and commitment towards business goals received appreciation in July 2016.

May`2015 – July`2015	Cox & Kings,	Rajasthan(INDIA)	Trainee
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Accountabilities:

- Responsible for lead generation-conversion, negotiation, product handover
- Business development and retaining the same.
- Building the strong client relationship
- Develop and implement planning of marketing activities in order to achieve the cluster's target, initiating new customer relationships, coming up with innovative and ways to get best instant as well as long term results.

Professional Credentials

2017 MBA, Finance Management and Marketing Rajasthan Technical University
 2016 M.Com (Master in Commerce) Rajasthan University
 2014 B.Com (Bachelor in Commerce) Rajasthan University
 2011 10+2 CBSE

Personal Vitae

Date of Birth: - 25th June, 1992

Communication Address: - Jabel Ali UAE

Languages known: - English, Hindi, Punjabi

Visa Exp. Date: - 18th March, 2022

References

Will be furnished if required

Mohd Kayum