



**RASHMITHA**  
**AL QUSAIS, DUBAI**  
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### **Career Synopsis:**

Two years of experience in Client Services, Coordination and administration. Work experience has been rich in terms of handling multiple assignments simultaneously very efficient dealing along with the Customers, Insurers and Financial Advisors.

### **Personal Appraisal:**

- I'm a hardworking, career-minded, fast learner & result-oriented person
- I'm good in communication, public relations and interpersonal relations
- I'm friendly, cooperative, dependable a team player
- I'm a multi tasker & can work under pressure
- I'm an open-minded person and eager to learn new things and explore new fields

### **Work Experience:**

**2 Years of experience as Relationship Manager cum Cashier and Admin in Unimoni Financial services Ltd. Bangalore (Formerly UAE Exchange and Financial Services Ltd) from 1st of November 2019 to November 2021.**

#### **Responsibilities:-**

**Cashier / Money Transfer / Travel Transaction / Issuing Gold Loan / Insurance Processing / Forex. – 1st of November 2019 to November 2021.**

#### **CASHIER**

- Maintaining day to day files (FLM 1-8).
- Updating money transfer & daily expenses files.
- Handling retail customers.
- Cross selling of all products to the customers.
- Telecalling to the existing customers.
- Digital marketing for all the products.
- Maintaining register (cash book, cash vault register, bank book, stamp register).
- Tallying currencies.
- Accounting all branch expenses and reporting.
- Maintaining concurrent audit file.
- Monthly checking of asset stock and reporting.
- Preparing monthly report.

#### **MONEY TRANSFER**

- Processing all inward money transfer (Money gram, Western union, Trans fast, Ria money).
- Processing Nepal money transfer through IME and Prabhu money transfer.
- Processing domestic money transfer.

#### **FOREX**

- Verifying customer documents.

- CRMS creation of the customers.
- Handling bulk purchases and sales of currencies.
- Processing outward money transfer.
- Maintain the file for all the transactions.
- Processing retail sale and purchase.

#### **ISSUING GOLD LOANS**

- Clearing gold loan auction cases.
- Processing new gold loans.
- Customer KYC verification.
- CRMS creation of the customers
- Handling gold loan packets.
- Daily follow up.

#### **PROCESSING INSURANCE**

- Tele calling and follow up the customers.
- Explaining insurance terms and policies and plans.
- Verification of customer documents and issuing the policy.
- Guiding the customers to claim the policy.

#### **TRAVEL TRANSACTION**

- Processing passport and visa.
- Issuing international and domestic air tickets.
- Follow up of customers.

#### **ADMIN**

- Planning the meetings and arranging the meetings.
- Organise and providing the documents, reports and information.
- Maintain and reorder of office supplies.

#### **Achievements:**

- ❖ Won the performance award for the year 2020 for customer service.
- ❖ Awarded best employee in the region in the year 2021

S.S.L.C	2014	Hindu Junior College Shirva, Udupi.
P.U.C (commerce)	2016	Hindu Pre University College Shirva, Udupi.
Bachelor of Commerce	2019	Dr. G Shankar Govt. Women's First Grade College and PG studies Ajjarakadu, Mangalore University

#### **Computer Knowledge**

Packages : MS Office- MS Word, MS Excel, MS Power Point, TallyERP9.

#### **Personal Details :**

**Date of Birth** : 15 November 1998  
**Nationality** : Indian  
**Status** : Single  
**Religion** : Hindu  
**Language Proficiency** : English, Hindi, Kannada, Tulu  
**Passport Details** : U8871727

The above information are true to the best of my knowledge.

**ORIGINAL TESTIMONIALS & CHARACTER REFERENCES AVAILABLE UPON REQUEST.**

**Regards,**

**(RASHMITHA)**