



AKHIL M NAIR



Dubai, United Arab Emirates



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EDUCATION

Finance &Marketing, Master of Business Administration

Amity University

Noida, Delhi

Post Graduate

Jun 2013

Computer Applications, Bachelor of Commerce

Mahatma Gandhi University

Kottayam, Kerala

Graduated

Apr 2011

Intermediate

Government of Kerala Board
of Higher Secondary
Examination

Pathanamthitta, Kerala

Completed

Mar 2007

Junior Associate & Foreign Currency Dealer



PROFILE • ABOUT ME

Motivated finance professional with 5+ Years of UAE experience in Foreign Currency dealing, exchange and related customer service support in one of the World's most reputed currency dealer UAE Exchange LLC. Possessing a strong commitment to quality customer service coupled with superb communication skills. Builds customer loyalty by effectively resolving problems and quickly processing transactions.



WORK EXPERIENCE

Foreign Currency Cashier

UAE EXCHANGE CENTER L.L.C

Apr 2015

- Current

Dubai

United Arab Emirates

- Monitoring and funding of cash balance (both local and FC) and also monitoring foreign exchange rates.
- Acting accounting officer by maintaining accounting records of the branch.
- Acting supervisor and maintaining the entire cashier.
- Opening WPS to the corporate for their salary disbursal purpose.
- Assessment of operation risks and recommendation on mitigating those risks.
- Coordinating with all support departments including HR facility management, central operations treasury bank notes, etc to ensure smooth operation of the business.
- Maintaining a good relation with corporate customers.
- Auditing tellers cash drawers both at set times on surprise basis as appropriate.
- Maintaining records and files related to branch running.



SKILLS

- Executed customer transaction regarding cash, money orders and money exchange.
- Proficient in dealing with the currencies of 30+ countries.
- Maintained balancing records with 100% rate of accuracy.
- Proficient in using computers and other office equipment.

COMPUTER PROFICIENCY

Windows

MS Word

MS Excel

Tally

VISA STATUS

Valid UAE Work Visa

PERSONAL INTERESTS

- Travel
- Sports
- Social Media
- Music

PERSONAL INFORMATION

Birthday

23/06/1990

Gender

Male

Marital Status

Married

Father's Name

Mr. CR Muraleedharan Nair

Nationality

Indian

Passport

L9428869, Expires 05/20/24

- Recorded amounts received and prepared reports of transaction.
- Processed exchange and foreign currencies.
- Maintained friendly and professional customer interactions.
- Trained new employees regarding money exchange procedures and cash drawer handling.
- Performed all duties as assigned by supervisors.

LANGUAGES



English



Hindi



Tamil

DECLARATION

I, AKHIL M NAIR , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

AKHIL M NAIR

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