

ABDUL REHMAN MOHAMMAD

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OBJECTIVE

To attain my ambition for career growth by sincerely providing quality output about by cooperative yet aggressive approach to excel in given assignments and on eager readiness to accept challenging roles in a organization that not only provides fair working condition but also appreciate talent and skilled workers.

FOREIGN CURRENCY TELLER/ SALES /CUSTOMER SERVICE/BRANCH OPERATION/BRANCH COMPLIANCE

6 years experienced 'Teller' having expertise in handling remittance, foreign currencies, swift/corporate transaction, sales and customer services

PROFESSIONAL EXPERIENCE

UAE EXCHANGE CENTRE LLC,UAE

Joined as teller in the year 2014 and worked as Foreign currency dealer from 2016 to till 2019, currently working as KIOSK in charge at Bur Dubai branch.

As Foreign Currency teller/Branch operation

- handled dealt with foreign currencies as per Forex market to achieve FC revenue targets.
- handled remittance, swift and corporate transaction, exceed monthly revenue targets
- monitoring branch optimum cash funded bulk cash to centralized business unit and Forex on daily basis.
- Updating FC exchange rates according to market situation.
- selling and purchase of foreign currency
- handling smart pay, payroll processing and salary disbursal
- Issuing of demand draft, money transfer through express transfer, telex transfer
- Supervise the branch activities; follow up the targets & achievements.
- Replying to Swift/Bank queries in a timely manner

TRAININGS

Successfully attended various training courses offered by UAE Exchange Centre LLC, such as Customer Relationship and Quality Service ,customer service, cashier training, FC training, sales training ,Anti-Money laundering. KYC (Know Your Customer) training, different product training etc

SOFTWARE SKILLS

- MS Office (Word, Excel, PowerPoint etc.)
- Tally ,Wings, Peach Tree and QuickBooks Accounting software

PROFESSIONAL SKILLS

- Energetic and enthusiastic individual and high level of commitment towards the work.
- Good communication skills.
- Self-motivated and result-oriented.
- To work in a responsible position within a reputed organization.
- Quick learning and hardworking.

ACADEMIC PROFILE

- Secondary School (S.S.L.C) Kasaragod Kerala
- Pre-University Course Mahatma College Kasaragod Kerala
- Bachelor of Business Management (BBM) at Srinivas College Of Management Studies -Mangalore-Karnataka
- Master of Business Administration (MBA) at National Institute Of Business Management -Chennai

ACHIVEMENTS

- Two times Service Champion and a winner of a trophy for delivering outstanding customer service organized within the company.
- Received star award for high productivity and customer service for the year 2016 .

CERTIFICATE

- Project work entitled "Customer Satisfaction Of Maruti Suzuki" at KVR Cars, Kasaragod Kerala
- Certificate of participation on BIG BAZAR Sales initiative program
- Certificate of participation on Tally for beginners at Amritha College Of Science and Technology

PERSONAL DATA

Date of Birth : 29th July-1991

Sex : Male

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Malayalam ,kannada and little bit business related Arabic conversation..

Driving license : valid UAE driving license

BEST REGARDS

_ABDUL REHMAN MOHAMMAD