

## FAYYUM SHA KHADARI MOKASHI

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**Additional  
Information**

Passport No: Z2514822

**Place of issue:** Panjim,

Goa

**Expiry**

Date: 28/08/2024

**Visa Status :-** Visit Visa  
Valid till 14 February  
2021

### Summary

Banking and Finance with 2+years of experience throughout in  
Operation Management, Customer Service, Event  
Management i.e Travelex, Sharaf Exchange LLC UAE,

Specialties:- Operation Management, Currency Exchange, Customer  
Service, Reconciling Banks, Money Product settlements, Complaint  
Management, Working on SAP software.

### Experience Undertaken

#### Travelex

**Designation :-** Sales Consultant Airport T3 Branch (22 Jan 2020 till 31 May2020)

**Roles & Responsibilities:-**

- Exchange of Foreign Currency, handle over 60 foreign currencies on daily basis.
- Responding all customer inquiries thoroughly and confidently.
- Recommending new offers while traveling two or more countries.
- Cash handling and Balancing
- Improving the customer retention rates and growing the business.

#### Sharaf Exchange LLC (Head Office) (25 March 2018 To 14 Oct 2019)

**Designation :-** Operations Executive

**Role & Responsibilities.**

- Releasing all commercial TTs through WUBS (Western Union Business Solution) & RBI (Refficient Bank International) (EURO, GBP, AUD, CAD, USD)
- Releasing transactions for all corridors viz Bangladesh, Pakistan, India, Srilanka & Philippines
- Attending to queries from all branches Pertaining to all corridors and resolving them on timely manner within the stipulated time.
- Reconciling INR accounts for our correspondences banks and advising branches on all Returned transactions.
- Settling the money products viz ,Transfast, Instant Cash
- Solving Branch queries and complaints on time.
- Handling Western Union queries.
- Authorizing Salary cards, reissue, cancellations and to ensure on time Delivery.
- Follow ups with client.

### Personal Details

D.O.B:07/08/1994

Sex: Male

Nationality: Indian

Marital Status:Single

Religion: Islam

### Languages Known

English

Hindi

Urdu

### Internship Undertaken at:-Sun Pharmaceuticals Industries Ltd, Responsibilities as follows,

- Working On SAPsoftware.
- Checking the Medicine invoices which is Exported
- Uploading C-Forms, F-Forms on the Govt. Websites
- Tracking Shipments, Coordinate regular inventory Audit.
- Liaise with Warehouse staff and other internal team Member to test Product quality, Keeping updated inventory records, ensure purchase do not exceed budget.

### Internship Undertaken at IFB Industry Limited

- Working On SAP software.
- Checking the Material which is Imported Korea, Japan, Brazil
- Checking Service Tax Bills and Monthly Bills,
- Checking Letter of credits

### Achievements

- Best performer in the operations department in Sharaf exchange,
- Highest Target Achievement for Teams up to Rs. 30,000 within 3weeks in MBA project
- Placed Runner Up in Decathlon Fest in IBMR Hubli Kr India.

### Educational Qualification

- **MBA**- Global Business School, Hubli, Karnataka University Dharwad.
- **BBA**- Nehru BBA and BCA College, Hubli, Karnataka University Dharwad
- **HSSC**- V.S. Dempo Higher Secondary School of Commerce, Miramar from Goa Board Commerce Stream.
- **SSC** – The Progress High School, Panaji from Goa Board
- Diploma in MS Office

### Pursued Skills:-

- Good team player, Self-motivated and disciplined.
- Professional and enthusiastic persons by nature.
- Ability to work independently and also as a part of a team.
- Good at Customer Handling, Developing a rapport .
- Highly skilled in handling multiple guests simultaneously.
- Ability to handle pressure and to complete on time.
- Honest, Sincere and Dedicated towards work.