



Mobile Number :  
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naveedtv007@gmail.com

## NAVEED.T.V.

### Objective

To build up a successful career with some meaning full achievements in that pursuit of excellence by taking up challenging tasks and executing with dignity and sincerity in an institution which provides a congenial and friendly atmosphere for career growth and recognition

### Summary of experience

1. Three years experience as a **Front desk clerk ( Administration )** cum telex operator at HABIB EXCHANGE CO LLC,SHARJAH UAE
2. One year experience as a **marketing executive** (KARROX TECHNOLOGIES,INDIA)
3. ONE YEAR EXPERIENCE AS A **CUSTOMER CARE EXECUTIVE** IN MATRIX PROCESSING HOUSE( DSA OF AIRTEL ) ,KIRTI NAGAR,NEW DELHI

### Work experience

1. From feb.2005 –Feb. 2008 worked as a **Front desk clerk (Administration)** cum telex operator in HABIB EXCHANGE CO LLC ,SHARJAH UAE
2. Worked as MANAGEMENT TRAINEE ( **Accounts cum Admin , Pricing**) at KERALA STATE CO-OPERATIVE CONSUMERS FEDERATION LTD from 1<sup>st</sup> September 2010 TILL 30<sup>TH</sup> NOVEMBER 2017
3. Worked as Sales biller cum Accountant at PANCHAMI GOLD AND DIAMONDS , Changaramkulam From 18<sup>TH</sup> JULY 2019 - 30<sup>th</sup> April 2023
4. Presently working as **Sales biller and cashier cum Accountant** , at HAYATH GOLD AND DIAMONDS , CHANGARAMKULAM since 5<sup>th</sup> May 2023

### Responsibilities

#### As a counter staff ( In Money Exchange )

1. Attending the customers and modifying of drafts and telex transfers.
2. Dealing with xpress money and western union transactions.
3. Dealing with customer complaints and making solutions through sending amendments.
4. Modifying of couriers and arranging.
5. Daily voucher checking and arranging.

#### As a telex operator

1. Sending TTs through Real telex machine on line.
2. Sending amendments to banks online through RTM.

Reporting to Director.

#### In outdoor work

1. Dealing with foreign currencies.
2. Selling and buying of foreign currencies as per the instruction of the manager.
3. Daily deposit of cash in banks.

**4. Encashing of cheques**

**Reporting to manager.**

## **Education**

**1. Bachelor of science taken from MES PONNANI COLLEGE(CALICUT UNIVERSITY,**

**KERALA INDIA)**

**2. P.G. diploma in computer applications from S.S. COMPUTERS,KERALA,INDIA**

**3. 'A' LEVEL ( DOEACC) FROM IGNOU**

## **Languages**

**English, Hindi, Malayalam**

**General Inf:**

**Address : S/O T.V. IBRAHIM  
THEKKOOT VALAPPIL  
PALLIKKARA  
P.O. NANNAMUKKU  
PIN-679575  
DIST.MALAPPURAM,KERALA INDIA  
Mob : 8943945695 /8301995695**

**Date Of Birth : 18 / 08 / 1979**

**Nationality : Indian.**

**Sex : Male**

**Religion : Islam**

**Marital Status : married**

**Declaration :**

**I hereby solemnly declare that all the statements made in the C.V are true and correct to the best of my belief and knowledge.**

**NAVEED.T.V**