# nasabfotoA.H. NIYAS AHAMED

##### SHARJAH, U A E

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## Professional Summary:

## Highly motivated, self-starting team player who thrives on the challenges of exceeding goals, excellent presentation and communication skills.

**Background:**

Nine years above of progressive and extensive experience in the field of money exchanges **cashier cum operation in charger**, and Office Administration with reputed establishments in United Arab Emirates and Malaysia.

**Cash collections***:* All cash received from sales and from all other sources has to be carefully identified and recorded well known foreign currency buying and selling calculate and payment receipt vouchers issued.

**Cash payments**: In addition to payroll checks, a business writes many other checks during a year to pay for a wide variety of purchases, to pay rent, loans, salaries and expenses.

**Inventory Control**: Accounting departments usually are responsible for keeping track of all purchase and sales orders.

**Office Admin:** Checking and updating Company License & Contract, Rent Agreement, and Employees Visa.

**Back-up:** All office documents and cash filing and safe custody

**Work Experiences:**

Presently working with **NATIONAL EXCHANGE COMPANY**

**Sharjah, U.A.E. (May 2014 to May 2020)**

**Designation: CASHIER CUM OPERATION SUPEVISOR**

**JOB RESPONSIBILITIES:**

* Planning & operation handling.
* Fast and timely accurate cash handling.
* Foreign Currency buying and selling customers and other exchange groups as per market value.
* Managing and supervising branch operation.
* Deposit the day’s collection in the revenue account maintained with the nearest bank by next morning.
* Maintain a register for bounced cheque and inform the immediate manager if the cheque is dishonored.
* Prepare and submit monthly reports like summary of collection and deposit, collection bank book, bank reconciliation statement along with bank statement. Summary of collection made for other exchanges and status of dishonored cheque received from customer.

**Previous Experiences:**

 **K.L.REMIT EXCHANGE S/B Seremban Malaysia (**July 2009 – September 2013)

 **Designation: CASHIER CUM IN CHARGER**

 **H.D.F.C BANK Chennai India (**October 2008 – June 2009)

 **Designation: TRAINEE CASHIER**

**FAST COURIER SERVICE Dubai UAE (**September 2006 – August 2008)

 **Designation: ACCOUNTS ASSISTANT**

**Educational Qualifications:**

Studied Bachelor of Commerce (**B.COM**),

Bharathidasan University,trichytamilnadu.

**Certificate and training:**

AMLCFT & Due diligence attended training session on January 2019

Issued by FERG (foreign exchange and remittance group)

AML fundamental and UAE AML laws attended webinar April 2020

Issued by MNR talent and skills development institute

**Computer skills:**

**Diploma in Computer Application** – Ms word, Excel, PowerPoint & Access, Shine computer education Chennai, tamilnadu

**Diploma in Computerized & Financial Accounting –** Tally9 shine computer education Chennai tamilnadu

**Diploma in Computerhardware engineering–** computer software install and hardware problems and assemble. Aptech computer education Chennai tamilnadu.

**Personal Details:**

Date of birth : 05th june1983

Sex : Male

Marital Status : Married

Nationality : Indian

Passport No : M 7540273

Visa Status : Cancelled

Driving License : Valid UAE LMV (Auto), issued at Sharjah UAE.

Languages : English, Hindi, Tamil Malayalam &Malay (Malaysia)

Reference  **:** Further will be furnished at the time of interview.

**Declaration:**

I hereby declare that the particulars given above are correct to best of my knowledge and belief.

**NIYAS AHAMED A.H**