



MUHAMMED ANAS PARAYIL

CUSTOMER SERVICE ASSISTANT CUM
FC CASHIER

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0509169576 📞

DUBAI, UAE 📍

14 April, 1993 📅

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An enthusiastic, hardworking, and self-motivated person looking for a position to start the career with a financial organization for mutual growth and benefit through innovative thinking and applying learned knowledge, skills with combination of available technology to benefit the organization while focusing on career growth.

WORK EXPERIENCE

FC Cashier UAE Exchange Centre LLC - Sharjah & Dubai Br. Remittance Foreign Exchange and Bill Payment Services

11/2015 - Present

Dubai

Achievements/Tasks

- Assisting the walk-in customers with purchase and sale of foreign currencies, with market competitive exchange rates.
- Maintain a good rapport with the corporate and retail customers and update the rates of the foreign currency on a regular basis.
- Monitor the currency rate fluctuation during the market hours and maintain the optimum foreign currency stock in the branch.
- Perform specialized tasks such as preparing cashier's Cheques, personal money orders, and exchanging foreign currency.
- Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.
- Sending and receiving money all over the world either through account credit or through pay on ID on the basis of customer request. Receive and verify loan payments, mortgage payments and utility bill payments.

CERTIFICATES

Junior Accountant Training Completed. (06/2014)

Spectrum Computers Kannur

A Detailed Training Manual Accounting & Computerized Accounting. (08/2013 - 05/2014)

Spectrum Computers Kannur

EDUCATION

Bachelor of Commerce (Co-operation): April 2013 KANNUR UNIVERSITY

07/2010 - 05/2013

KANNUR

SKILLS

Teamwork

Conflict Management

Communication

Solving

Integrity

Leadership

Quick Calculation

Punctual and sincere

HONOR AWARDS

Best Performer – Highest Transactions in a month.
(06/2017)

UAE EXCHANGE CENTRE LLC -DUBAI

Best Employee of the Month. (07/2017)

UAE EXCHANGE CENTRE LLC- DUBAI

LANGUAGES

ENGLISH

Native or Bilingual Proficiency

HINDI

Native or Bilingual Proficiency

MALAYALAM

Native or Bilingual Proficiency

TAMIL

Full Professional Proficiency

ARABIC (read & write)

Full Professional Proficiency

SUPPORTED CAUSES

Tally ERP 9

Quick books

Peachtree

Microsoft office

INTERESTS

Football

Games

Travelling