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| **Mobile Number : 8943945695/8301995695****naveedtv007@gmail.com** |

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 NAVEED.T.V.

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| 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 in 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 1st September 2010 TILL 30TH NOVEMBER 2017**
3. **Currently working as Sales biller cum Accountant at PANCHAMI GOLD AND DIAMONDS , Changaramkulam Since 18TH JULY 2019**
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| Responsibilities |  **As a counter staff**  **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.**

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| 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** |
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