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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** |
| 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.**   |  | | --- | |  | |
| 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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