

SHAMEEM P K P

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Career Objective

Looking to obtain a challenging leadership position that allows utilizing year of experience, insight, and knowledge derived from working with growing company to achieve optimum utilization of its resources and maximum profit.

Professional Experience

Organization : REDHA AL ANSARI EXCHANGE
Designation : Cashier
Duration : 2020 -2022

Company Brief:

Redha Al Ansari exchange is a leading Global remittance and foreign exchange company in the UAE

Job Responsibilities

- Buying and selling foreign currencies from walk in customers on a regular basis and from exchange houses or financial institution.
- Forecast daily currency requirements offload excess currency position to Head office or other branches booking maximum profit avoiding unnecessary fund blockage.
- Handle remittances, withdrawals ,credit card payment ,VAT payment and WPS
- Handle customer services and grievance handling take over the promotional activities of Company in the branch

Organization : UNIMONI QATAR (Former UAE Exchange)
Designation : Retail Sales and Service Officer
Duration : 2016-2019

Company Brief

Unimoni Qatar is a Financial brand offering financial service like money transfer, Foreign exchange & Payment solution in Qatar

Job Responsibilities

- Handling speed and error-free remittances for various countries (Western Union, Xpress money Transfer, Bank Transfer, Swift transfer etc)
- Extending superior customer services/attending to customer queries, complaints, amendments, and cancellation as per procedures.
- Cross –sell bank product and services
- Buying and selling foreign currencies from customers

Organization : MYLADOOR TRADERS
Designation : Distribution Manager
Duration : Jan 2014 – Mar 2015

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Company Brief

MYLADOOR is a distributor of Jockey (India) and Hill produce merchant.

Job Responsibilities:

- Coordinate the all staff.
- Sales support and Customer relation
- Financial management and Accounting.
- Market updates to the retailers

Organization : Keltron Component Complex Ltd - Kerala, India

Designation : Electronics & Tele-Communication Engineering Technician.

Duration : 2011-2012

Company Brief

Keltron is a electronic component manufacturing company like resistors, capacitors etc. It's a Kerala Govt. under taking firm.

Job Responsibilities:

- Quality Assurance and Patrol inspection, Calibration, Endurance test of Components.

Qualifications

Academic : S.S.L.C(Board of Secondary Education, Kerala, India. Scored 83% of Total Marks)

PLUS TWO (Board of Higher Secondary Education, Kerala, India. Scored 66% of Total Marks)

Diploma : Diploma in Electronics & Telecommunication Technology(Board of Technical Education Kerala - India. Scored 63% of Total Marks)

Computer Skills

Proficient with Microsoft Office Applications: Word, excel, PowerPoint

Personal Information

Visa Status	: Visit (Transferable)
Age& Date of Birth	: 34 Years, 28/10/1988
Nationality	: Indian
Gender	: Male
Marital Status	: Married
Language Proficiency	: English, Hindi and Malayalam
Passport No. and Expiry date	: U2212909 25/11/2029