



FAISAL SAYYAD

WORK EXPERIENCE

FOREIGN EXCHANGE OFFICER **2018 to 2023**

Mallika Exchange, Abu Dhabi, UAE

FOREIGN EXCHANGE OFFICER **2016 to 2018**

Al Bader Exchange, Abu Dhabi, UAE

FOREIGN EXCHANGE OFFICER **2014 to 2016**

City exchange L.L.C, Dubai, UAE

Duties and Responsibilities

- ✓ Ensuring transactions are completed in an efficient manner with a high level of accuracy
- ✓ Open / close branches as required and ensuring all tasks and checks are completed
- ✓ Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards
- ✓ Performs administrative tasks such as filing, generating reports and maintaining mail correspondence
- ✓ Provides support and information to customers, over the counter and by phone
- ✓ Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day
- ✓ Process Customer On boarding as per the procedure, and capture details accurately in the Core system.
- ✓ File and retain documents for Customers on boarded at Central Operations
- ✓ Process Card Holder Files, Salary Files and other relevant files and tasks in a timely manner, and accurately as per Customer instruction without any errors, mismatch of data and duplication or deletion
- ✓ Maintenance records relevant to the WPS Processing as per internal and regulatory requirements.
- ✓ Provide excellent Customer Service is provided to internal Customers, as well as to external Customers dealing with the department

EDUCATION AND CREDENTIALS

- ✓ Bachelor of Business Studies – St. Andrews collage, Mumbai 2013 Hotel Management
- ✓ Business Management – Yashwant Rao Chawan Mumbai 2008- 2009
- ✓ All India Institute of local Self – Govt Mumbai Health Inspector Mumbai 2008

SKILLS SUMMARY

- ✓ A highly motivated person with a passion to perform
- ✓ Excellent communication skills and an outgoing personality
- ✓ Smart appearance, reliable and punctual
- ✓ Ability to work on own initiative accurately, with attention to detail
- ✓ Previous experience in a cash handling environment would be an advantage

ABOUT ME

I am punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and I am able to take instructions from all levels and build up good working relationship with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

CONTACT

ADDRESS

Al Barsha 1

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+971502561189

EMAIL

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PERSONAL DETAILS

Date of Birth : 24.10.1988

Gender : Male

Nationality : Indian

Civil Status : Married

Passport No : M4762911

Place of Birth: Kingdom of
Saudi Arabia

LANGUAGES

English, Arabic, Hindi, Urdu,
Marathi, Punjabi