

AHAMAD RIFAY

(OFFICE EXECUTIVE)



CONTACTS

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PERSIONAL DETAILS

Marital Status:
MARRIED

Passport No:
S0659779

Visa Status:
Changeable Visa

Nationality:
Indian

State:
Kerala

EDUCATION

HIGHER SECONDARY

LANGUAGES

- ENGLISH
- ARABIC
- HINDI
- KANNADA
- THULU

EXPERIENCE

FC CAHIER (September 2021 – Present)
FIRST GULF EXCHANGE. UAE

Managing all cash related activities. Accepting all corporate transactions. Accepting both cash and cheque transaction

- Thorough knowledge about foreign currencies.
- Updating foreign exchange rates depending upon fluctuations.
- Arranging inward and outward funding for the branch.
- Coordination among tellers for functional effectiveness.
- Cross sell product and services including new launches and explain to customers the product feature, advantage or benefits.
- Have an eye for counter fit notes and duly inform supervisor.



ADMINISTRATION (SEPT 2019 – DEC 2020)
XPRESS MONEY UAE

Marketing Promotion Campaigns. (Feb 2016 – Aug 2019)
Procurement & Logistics
XPRESS MONEY UAE

- Attending customers for making remittance (Corporate/individuals), foreign currency Exchange, Demand draft, telex transfer, electronic transfer, payment services etc.
- Conducting marketing promotional campaigns in Labor camps and Events
- Organizing other product promotional activities.
- General administrative and clerical support including mailing, scanning, faxing and copying.
- Answer calls from customers regarding their enquiries
- Sending enquiries and getting the freight charges from forwarders and courier companies
- Getting material prices from suppliers
- Arrange Outgoing Shipments
- Process Incoming Shipments
- Preparation of payments for suppliers