



# Malleesh M

## Fc Cashier & Bank Teller

### My Contact

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 Malleeshmangalarapu22@gmail.com

 0582655091

 Rolla St, Burdubai, Dubai.

### Skills

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1. OPERATIONAL EXCELLENCE
2. TASK DELEGATION SERVICE QUALITY & SALES.
3. ACCOUNTING AND HR FUNDAMENTALS
4. STAFF AND CUSTOMER MANAGEMENT
5. CASH MANAGEMENT, FOREIGN CURRENCIES.
6. ABILITY TO WORK UNDER PRESSURE
7. LEADERSHIP AND MANAGEMENT SKILLS
8. CRITICAL THINKING AND PROBLEM SOLVING

### Education

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· Degree B.com Computers Completed In Shathavahana University At Jagital, Hyderabad.

· HSC: Secured 81% of marks in science "S.V Junior college" in the year 2009-2011, Jagital, TELANGANA, HYDERABAD.

### Personal Details

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- Date of Birth: 26 July 1994
- Marital Status: Married
- place of Birth: India
- Language known: English, Hindi, Telugu, Tamil, Basic Tagalog And Basic Arabic
- Nationality: Indian
- Visa Status: Visit Visa

### About Me

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With a warm and friendly demeanor. Energetic management professional well-versed in staff and customer management. Emphasizes process improvement to increase profits and customer satisfaction. Rapidly builds rapport with customers and employees. Talented at leading team sales processes. Strong administrative skills as well as solid knowledge of financial services products.

### Work Experience

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**Organization : Redha Al Ansari Exchange**

**Job Profile : Fc Cashier & Bank Teller**

**2019 Jan-2023 Jan**

Key Responsibilities:-

- Deliverd Excellent Customer Service
- Buying and selling foreign currencies
- Detecting fake notes local and foreign currencies
- Handling bulk cash at the counter
- Fully investigate over and shorts (differences) and report
- Doing Vat Payments thru federal authorities
- Cross-sell products and introduce new ones
- Provide excellent customer service to ensure satisfaction
- Submitting daily reports to Branch Manager
- Holding customer queries and solving their various problems
- Adhere to company and location policy and procedures including Audit, Risk, Health & Safety, Security and customer service requirements
- Maintain the branch clean and tidy checkout areas

### Previous Experience

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**Organization : Economic Exchange Centre**

**Job Profile : Fc Cashier & Bank Teller**

**Duration : January 2016-December 2018**