

MOHAMMED SHAREEF K V

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Summary

A seasoned professional with an insightful experience of over six years in Customer Service, Cash Management, Operations and Accounts with a renowned Forex House in UAE.

Objective

Seek challenging opportunities in responsible roles in any line of business, where my skill sets can be leveraged to add value to the employer.

Professional Experience

Company

AL FARDAN EXCHANGE COMPANY

Al Fardan Exchange, widely regarded as a top foreign exchange house in UAE, is one of the oldest and leading names in the UAE remittance market and a pioneer in the industry of UAE money exchange business. Privileged to be a part of the reputable Al Fardan Group, Al Fardan Exchange is into the remittance market since 1971.

Duration

JULY 2006 – Feb 2007

Job Profile

Operations and Accounts Executive

I joined Al Fardan Exchange in July 2006 and worked with Operations Department and Accounts Department until March 2007 before joining customer service at a branch.

During the stint at Operations, the job responsibilities included among others

- Processing USD transactions to banks worldwide.
- Developed good knowledge in test key and it's applications.
- Good knowledge of routing facilitators related to USD transactions and it's application.
- Documentation and management of records related to USD transactions.

While worked in Accounts, my responsibilities included among others

- Voucher checking and verification.
- Relevant documentation.
- Reporting to immediate superior after verification.

The above mentioned stint provided me with a good knowledge on the functions Operations and Accounts, which, I believe, have always helped me in the function Customer Service which I started doing in March 2007.

Duration

Mar 2007 – Jan 2019

Job Profile

Main Cashier & Customer Service Executive

1. Doing sale and purchase of various foreign Currencies
2. Good knowledge about various foreign currencies.
3. Daily Cash Management and arranging the Cash Deposit in the respective bank account of the company accordingly.
4. Well versed in making different kind of transactions to various parts of the world and taking payments for the same.
5. Well versed in making various kinds of money transfers for customers to banks in India like Wire Transfer, Telex Transfer, Electronic Transfer and Demand Draft.
6. Making instant transfers worldwide using products namely “WESTERN UNION”, “INSTANT CASH”, “ARY SPEED REMIT” AND “EZREMIT”.
7. Well versed in making of various kinds of USD, EURO, GBP and other international transactions to banks worldwide like Company to Company, Company to Person, and Person to Person.
8. Knowledge of SWIFT CODE, IBAN number, SORT code, BSB code and various other routing facilitators of the sort and how they are being applied in various international transactions.
9. Accepting payment towards air tickets for Airlines like RAK airways and Fly Dubai from people and ensuring the confirmation on their booked tickets.
10. Processing transfer of mobile credit through the product “EZETOP”.
11. Good Knowledge of Anti Money Laundering policies pertaining to Money Transfers, Receiving Money, and Sale and Purchase of Foreign Currencies.

12. Issuance of “**VISA PREPAID CARDS**”
13. Handling complaints of customers in co-ordination with the concerned department in the Organization and providing solutions for same.
14. Effective documentation and Records Management.
15. Authorized signatory on behalf of Al fardan exchange

The valuable experience I gained during more than 6 years of stay at various branches and the gradual development from Customer Service Executive to Cashier and then to Main Cashier, I believe, would enable me to take up any sort of assignments in the FOREX business.

I was also assigned the role of **Branch in Charge** in a branch for a short period of around three months and the above said experience at branches helped me in handling the same efficiently.

ORGANISATION

MES SCHOOL EDAPPAL

MES is a known Educational and Charitable Society in Kerala and is one among the pioneers of Education in Kerala. The Educational Institutions under MES are renowned for their quality and have played a major role in the educational progress made by the Kerala Society.

Duration

November 2005 – March 2006

Job Profile

MATHEMATICS TUTOR

My interest in the subject Mathematics and also, the interest in teaching, was the reason for undertaking this role for a short time span. It also helped me hone my analytical skills which, I believe, always come handy in the present job.

Academic Qualifications

- **Master of science** (MSc) in Oceanography and Coastal Area Studies

Alagappa University has emerged as a **centre of excellence** in world class education, research and outreach activities. Established by the **Government of Tamil Nadu** in 1985, taking over selected entities from a galaxy of institutions floated by the munificent philanthropist and educationist **Vallal Dr. RM. Alagappa Chettiar**, this seat of higher learning caters to the intellectual needs of the people and commits to empowering the learners to deliver their best. The University strives to achieve its motto '**Excellence in Action**'.

- **Bachelor of Science (BSc)** in Industrial Fisheries

M.E.S. College, Ponnani is situated in Ponnani municipal area it is the only higher education centre situated between Tirur and Guruvayoor in the coastal belt of Malappuram District. The College is affiliated to **University of Calicut**. The College has the best facilities for the students and a team of dedicated, efficient and qualified teaching staff takes care to provide individual attention to the students. The College has a very disciplined and secular atmosphere which contributes to the growth of students.

Computer Courses and Associated Skills

Apart from the above mentioned formal educational qualifications, I successfully completed the following computer courses

- **PGDCA** (Aptech Computer Education)
- **DCA** (ET&T Computer centre)

I am also familiar with MS WORD, MS EXCEL AND MS POWERPOINT.

Personal

Date of Birth	28 th March 1981
Gender	Male
Marital status	Married
Nationality	Indian
Passport No	E635411
Visa status	Visit Visa
Languages known	English, Hindi, Malayalam, Tamil and Arabic (Basic)
Hobbies	TV, Movies, Reading and Internet Surfing

I am also a self motivated, cooperative and hard working person with the ability to perform and deliver as a team member.

References

References can be provided on request.

Date:

Signature: _____

Place: _____