

ABDUL FAYAS CT

Experienced professional with 12.7 years of experience in various roles including Branch Supervisor, Teller, Foreign Currency Exchange & Remittance, Accounts, Assistant, AML Officer, and Foreign Currency Cashier. Strong communication, interpersonal, learning, and organizing skills with the ability to manage stress, time, and tasks effectively. Proven track record of success in managing daily branch operations, leading teams, providing excellent customer service, and ensuring compliance with regulatory requirements.

KEY SKILLS

Team Work

Work Ethic

Attention to detail

Bookkeeping

Cash handling

Risk Management

Training and Development

Detail Oriented

Punctual

Financial analysis

Compliance

Analytic Skills

EMPLOYMENT CHRONICLE

BRANCH SUPERVISOR | Dec 2016 – Nov 2022

AL ZAMAN EXCHANGE W.L.L, QATAR

Promotion : From Foreign Currency cashier to Branch Supervisor

- Responsible for overseeing the day-to-day operations of the branch, ensuring that all tasks are carried out efficiently and effectively.
- Managing staff, coordinating work schedules, and ensuring that all policies and procedures are followed.
- Ensure that customers are satisfied with the services provided by the branch, resolving any complaints or issues that may arise in a timely and satisfactory manner.
- Responsible for achieving sales targets and promoting business growth by identifying opportunities to upsell or cross-sell products or services to customers.

TELLER (FOREIGN CURRENCY EXCHANGE & REMITTANCE) | Mar 2010 - Dec 2016

AL ZAMAN EXCHANGE W.L.L, QATAR

KEY RESPONSIBILITIES

- Responsible for providing friendly and efficient service to customers who are looking to exchange foreign currency or send remittances to other countries.
- Processing various types of transactions, including currency exchange, money transfers, and bill payments.
- Managing cash, including handling large amounts of foreign currency, counting cash, and reconciling cash drawers.
- Promoting additional products and services, such as travel insurance or foreign currency cards, to customers.
- Ensure that all transactions comply with relevant regulations and internal policies, and identify and address any potential risks or suspicious activity.

CONTACT

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United Arab Emirates

ACADEMIC CREDENTIALS

BACHELOR OF BUSINESS MANAGEMENT | 2009

- Kannur University
- Malabar Islamic Arts & Science College
Kasargod, Kerala, India

HIGHER SECONDARY | 2006

- Board of Higher Secondary Examination, Kerala, India
- CJHSS Chemnad,
Kasargod, Kerala, India

SSLC | 2004

- Board of Public Examination, Kerala, India
- CJHSS Chemnad,
Kasargod, Kerala, India

LANGUAGES KNOWN

English	90 %
Malayalam	100 %
Hindi	90 %
Tamil	90 %
Arabic	90 %

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

DRIVING LICENSE DETAILS

Holder of Valid **Indian** Driving License
Class of Vehicles : MC with Gr
LMV

INTERESTS



REFERENCE

- Available upon request

ACCOUNTS ASSISTANT | 7 Months

CARE WELL HOSPITAL & RESEARCH CENTRE PVT LTD., INDIA

- Maintaining accurate and up-to-date financial records, including data entry of financial transactions, processing invoices, and reconciling accounts.
- Managing the accounts payable process, which includes verifying and processing invoices, preparing and processing payments to vendors, and maintaining vendor records.
- Assisting with the budgeting and forecasting process, including preparing budget templates, collecting and analyzing data, and assisting with the development of budget plans.
- Conducting financial analysis, such as variance analysis, to identify trends, patterns, and areas for improvement.
- Assisting with payroll processing, including verifying timesheets, calculating employee wages, and preparing payroll reports.

BRANCH SUPERVISOR

FOREIGN CURRENCY CASHIER

TELLER

AML OFFICER

FOREIGN CURRENCY WHOLE SALE CASHIER

PERSONAL DOSSIER

Gender : Male
Date of Birth : 18/11/1988
Nationality : Indian
Marital Status : Married
Visa Status : Visit Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

ABDUL FAYAS CT