

Shweta Malik

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Fujairah, United Arab Emirates



CAREER OBJECTIVES

I hereby submit my application for any suitable job in your organization with extreme hope and give me a change to prove my ability under your kind guidance and control. I am furnishing my CV for your kind perusal and feel sure that your good self will find my qualification just suitable for job requirement.

EXPERIENCE

Hadi Express Exchange, Fujairah Branch, UAE

Front Line Associate

20 June 2022 Till now

- Responsible for processing currency exchange Transactions accurately and efficiently.
- First point of contact for customers and are responsible for providing excellent customer service. includes answering questions, addressing concerns, and resolving issues in a timely and professional manner.
- Ensure that all transactions comply with relevant laws and regulations, including anti-money laundering (AML) and know your customer (KYC) regulations
- Maintain accurate records of all transactions and ensure that all necessary documentation is completed.

Nesto Hypermarket, Ajman UAE

February 2021 –March 2022

Retail Cashier

- Answer customer questions and provide information on procedure and policies;
- Assist customers by providing information and resolving their complaints;
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers or optical price scanner
- Greet customers entering establishment.
- Issue receipts, refunds, credit or change due to customers
- Maintain clean and orderly checkout areas
- Process merchandise returns and exchange
- Receive Payments by cash, cheque and credit cards, vouchers or automatic debts

EDUCATION

M.Com – 2014-2016

CHAUDHARY CHARAN SINGH UNIVERSITY
Meerut India

B.Com – 2011-2014

CHAUDHARY CHARAN SINGH UNIVERSITY
Meerut India

Intermediate -2010-2011

GODWIN PUBLIC SCHOOL, Meerut India

High School -2008-2009

GODWIN PUBLIC SCHOOL, Meerut India

LANGUAGES

English - Professional

Hindi -Native

Urdu - Basic

PERSONAL INFORMATION

Date of Birth : 29/07/1994

Gender : Female

Marital Status : Single

Nationality : Indian

PASSPORT DETAILS

Passport No : M260233

Date of Issue : 25/09/2014

Date of Expiry : 24/09/2024

Place of Issue : Ghaziabad

Visa Status : Employment (Fujairah)

ICICI BANK , Meerut, India

April 2019 –January 2021

Bank Teller

- Greetings with customers;
- Face to face services.
- Handling opening and closing accounts
- Handling customer concerns and try to solve customer complaints
- Handling cash deposits and withdrawals
- Build relationship with the customers.

SKILLS

- Good communication
- Good verbal and written communication skills
- Hard work & Punctual
- Strong ability to quickly learn & implement new technologies
- Have excellent problem solving skills.

DECLARATION

I hereby declare that the above given details are true and correct to the best of my knowledge and belief. If give me a change to serve under your kind control I will prove my ability to the superiors. Hoping for your kind attention and response.

Shweta Malik