



JUNAID P S

CAREER SUMMARY

A persuasive, energetic, positive – thinking individual possessing in Accounts/Finance and money exchange field backgrounds with inter personal skills, Experienced in working with a team and equally comfortable working alone. Resourceful with the ability to assess all issues to adequately protect clients and complete projects producing professional results while adhering to rigid deadlines.

EXPERIENCE

May 2022 – July 2023

SUPERVISOR

Al Jazira Exchange, UAE

- Attends customer complaints & queries with greatest care .
- Checking and signing of daily transaction voucher and activity
- All outward remittances through swift message/our bankers settlement done by foreign currency/local currency
- Handling both local and foreign currency
- Perform cash handling, customer service, balance drawer and petty cash
- Dealing with customers and suppliers
- Handling cash and cheque.
- Extends superior customer service by attending to customer queries, complaints, amendments and cancellation as per procedures

May 2021 – Apr 2022

REMITTANCE CASHIER

Al Jazira Exchange , UAE

- Remittance bank transfer
- Foreign money exchange
- Handling daily cash transactions
- Travel cheque and International money transfer
- Prepares all types of remittance applications including WU, IC & misc. products
- Attends customer complaints & queries with greatest care
- Handling both local and foreign currency

Jan 2021 – Mar 2021

ACCOUNTANT Cum CASHIER

Akbar Travels Of India PVT LTD

Sharjah - UAE



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+919745313826



junaidps1657@gmail.com



Pulikunnathayil (H)
Pidavanoor (P O), Naranipuzha
Pin : 679574, Kerala - India

SKILLS

Accounting

Financial Reporting

General Ledger

Management Skills

Cash Handling

Customer Service

Logic Thinking

Problem Solving

Multi Tasking

Attention To Detail

Time Management

Leadership

EDUCATION

- ◆ **B.Com (Degree)** | 2017
Sree Ragavendra research foundation
& Vishwavidyalaya
Kerala – India
- ◆ **IATA Consultant** | 2015 - 2016
Canada Montreal
- ◆ **Computer Reservation System** | 2015 – 2016
Amadevs, Abacus Galileo
- ◆ **+2 (Higher Secondary)** | 2014
Jamia urdu hind (gov.of india)
Kerala – India
- ◆ **SSLC (High School)** | 2012
Kerala Public Exam
Kerala - India

TECHNICAL SKILLS

- ◆ Basic Computer Knowledge
- ◆ MS Office(Word, Excel...)
- ◆ Knowledge of Coding Languages (C & C++)
- ◆ Graphic Designing
- ◆ E – Commerce
- ◆ Attending Both Corporate and individual customer bank for bank transaction.
- ◆ Expert in banking software – Casmex & Iboss

PERSONAL INFO

Nationality : Indian
DOB : 10/08/1994
Gender : Male
Status : Married

PASSPORT DETAILS

Passport No : N9976572
Date Of Expiry: 11/05/2026

LANGUAGES KNOWN

- ◆ English
- ◆ Malayalam
- ◆ Hindi
- ◆ Tamil

- Managed and coordinated day-to-day accounting operations including but not limited to financial management, accounts payable, accounts receivable, general ledgers, cash flow, personnel administration, and inventory management.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheets, profit, and loss statements and other reports to summarize.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.

Mar 2017 – Dec 2020

FOREX EXECUTIVE

Chhatrapati Shivajimaharaj International Airport Mumbai – India

- Consistent follow up with clients via phone calls or emails through the client activation process
- Assist clients with inquiries on the trading platforms, products, onboarding and funding procedures
- Participate in the company's marketing activities and promotional campaigns for customer acquisition and conversion.
- Foreign money exchange
- Handling daily cash transactions
- Travel Cheque and International money transfer
- Checking and signing of daily transaction voucher and activity
- Attends customer complaints & queries with greatest care
- Handling both local and foreign currency
- Coordinate Wage Protection System
- Extends superior customer service by attending to customer queries and complaints.
- Cross sells various products to customer
- Bulk sale and purchase (Foreign currencies)

Dec 2016 – Feb 2017

TICKETING EXECUTIVE

Akbar Travels , Chavakkad Kerala – India

- Entering customer information into a computer system to issue tickets or update records
- Ticketing agent jobs that involves processing electronic ticketing requests for customers or agents over the phone
- Processing refunds for lost or damaged tickets or reservation errors
- Explaining applicable fees and taxes for each ticket

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

JUNAID P S