

MAULANA MOHAMMAD
maulamohammad@gmail.com
Contact No - +971-54-4886431



Objective

To apply my skill & knowledge to process that encourages continuous learning and creativity, providing exposure to new ideas and simulates personal and professional hierarchy of me.

Education

- **Bachelor of Arts (Economics, Statistics)** from S.V. University, India 2003-2007.
- **Tour & Travels Management** Course in Diploma from S.V.University.

Previous Experience

Organization : Bio care Pvt Ltd.
Designation : Area sales manager
Duration : Sep 2017 to June2023.

Job Responsibilities

Cross selling allied products and new products.
Arranging the payments and funding the amounts.
Customer queries handling and solving the complaints.
Achieved given targets within scheduled quarters.
Coordinate with staffs and department head to meet the sales.
Learn the market to improve business wherever required.

Previous experience

Organization : LM Exchange co
Designation : FC cashier
Duration : Apr 2014 to June2017

Job Responsibilities

- Foreign currencies purchasing & selling, and allied products cross selling
- NRE accounts opening, pan cards issuing, Cash supervisor with a wide International Swift Transfer and Banking, Non Banking Transactions.
- Provide customers with information regarding services and status of Account activity.
- Supervise daily work low in areas of document typing, telephone traffic, faxing and mail.
- Promoted Sales Referrals and Cross selling programs related to products.

Organization : V K C credit and Forex services limited (India)
Designation : Customer Executive service
Duration : Oct 2011 to DEC 2013

- Foreign currencies purchasing & selling and allied products cross selling.
- Accounts opening, Cash supervisor with a wide range of experience in dealing all major foreign currencies.
- International Swift Transfer and Banking, Non Banking and Transactions handling.
- Provide customers with information regarding services and latest products.
- Follow the Company “Anti Money Laundering & Know Your Customer” guidelines through internal policies and advised by CBUAE.
- Supervise daily work in cash area and counter customer service as and when assigned.
- Promoted Sales Referrals and Cross selling programs related to products.
- Maintaining Customer relationship and solving their queries.
- Processing Error free teller transactions as per laid down procedure and guidelines.
- Evaluation and arrangement of funding amount to deposit with bank and Cash Processing Centre.

Organization : U A E Exchange Centre LLC.
Designation : FC cashier
Duration : June 2008 to Sep 2011

Job Responsibilities

- Foreign currencies purchasing & selling, and allied products cross selling
- NRE accounts opening, pan cards issuing, Cash supervisor with a wide International Swift Transfer and Banking, Non Banking Transactions.
- Provide customers with information regarding services and status of Account activity.
- Supervise daily work low in areas of document typing, telephone traffic, faxing and mail.
- Promoted Sales Referrals and Cross selling program’s related to products.
- Maintaining Customer relationship and solving their queries.

Personal Details

Full Name : Moulana Mohammad
Date of birth : 09 may 1985
Nationality : Indian
Languages Known : English, Hindi, Urdu, Telugu, and Tamil
Marital Status : Married

Declaration

I hereby declare that, the above said is true to the best of my knowledge.

Moulana Mohammad