

# SREEJITH K N

## CASHIER FX

Cashier with 15 years' experience in exchange house. Experienced in foreign currency exchange and processing transactions. Very well knowledge in cash deposit, receive and payment of cash, maintaining cash related registers.

### EXPERIENCE

#### AL AHALIA MONEY EXCHANGE – SENIOR -CASHIER FX

UAE | Feb 2015-Present

- Process cash transactions from clients in national and foreign currencies.
- Cash payments to money products and wps customers.
- Manage all borrowing and repayments of short/ long term funds
- Preparing and ensuring cash deposits into bank .
- Reviewing foreign currency position of the branches.
- Buying and selling of foreign currencies by watching market trends and ensuring profits to the client.
- Experience in salary related activities of wps customers.
- Maintaining cash related registers.
- Responsible for petty cash payments.
- Responsible for cash movements of the company.
- Responsible for receipt and payments.
- Responsible for j v filing.
- Monitoring currency rate and buying and selling accordingly.
- Responsible for branch currency profit.
- Buying change notes and coins from banks as per the requirement of branch.
- Assisting manager and supervisor in branch operation.
- Responsible for entire cash related activities of the branch.
- Daily branch opening and closing.

#### AL AHALIA MONEY EXCHANGE – SENIOR CUSTOMER EXECUTIVE

UAE November 2007-January 2015

- Front office management.
- Coordinating with manager and supervisor in customer related activities.
- Updating rates of different currencies.
- Assisting customers for sending and receiving money.
- Preparing salary files and deposit salary through wps system.
- Cheque deposit in banks.
- Floor management and dealing all customer service activities.
- Filing of daily transactions report.
- Branch supervision and doing all activities for the smooth running of branch branch.



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📍 Dubai, United Arab Emirates

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### SKILLS

- Cash Operations
- Management Information
- Customer Service
- Foreign currency
- WPS
- Anti-Money Laundering

### Software

- HNC certification from NIIT
- MS office and powerpoint

### Projects Handled

- Implemenation of new casmex software
- AML Training

### EDUCATION

#### M COM – Completed

1997-1999

University of calicut

#### Bachelor of Commerce

1994-1997

University of Calicut

## AHALIA FIN SERVICE | REMITTANCE EXECUTIVE

INDIA | April. 2002 – October 2007

- Uploading bank transactions through various bank sites.
- Monitoring rejected transactions.
- Preparing banking codes for uploading transactions.
- Monitoring cash balance of various banks and diverting transactions accordingly.
- Preparing and analysing various MIS reports.
- Complaint handling.
- Preparing DD register.
- Analysing bank and money product transactions and clear all the pending transactions on a daily basis.

## MODERN FOOD INDUSTRIES | SALES EXECUTIVE

INDIA | July 2000-Feb 2002

- Analysing market and identifying new business prospects and selling products to them.
- Daily monitoring of distributor activities.
- Identifying new business areas and expand distributor network.
- Analysing competitor activities and planning promotional programmes accordingly.
- Daily route visit with sales men.
- Meetings with distributors and discussing sales strategies.
- Meeting with clients on sales visit.
- Complaint handling of customers.
- Preparing sales reports to management.
- Assisting sales men for the smooth running of sales routes.
- Responsible for achieving sales targets.
- Ensuring customers have the right products and services.

## DECLARATION

I, here by declare that the above written particulars are true and correct to the best of my knowledge and belief.

Sreejith K N

## CERTIFICATIONS

Honours diploma in network computer from NIIT.

## PASSPORT DETAILS

- Passport No : T4377621
- Date of Issue : 21 12 2020
- Place of Issue : Dubai

## PERSONAL DETAILS

- Gender : Male
- Date of Birth : 16 Apr 1977
- Nationality : Indian
- Marital Status : Married

## PERMANENT ADDRESS

- Kollara House
- P.O. Alapad
- Thrissur, Kerala
- India - 680641

## LANGUAGES

- English
- Malayalam
- Hindi

## REFERENCE

Available on request