



GOKUL B NAIR

EXECUTIVE CASHIER

CONTACT

 b.gokulnair@gmail.com

 0563684277

 Dubai, UAE

EDUCATION

Diploma in Aviation, Hospitality, and Travel Management
Frankfinn Institute of Airhostess Training.
Bachelor of Commerce

SKILLS | EXTRAS

- Accounts payable and receivable
- Document control
- File management
- Reporting skills
- Accounting understanding
- Training and development
- Financial oversight
- Database Management
- Reporting and documentation
- Strategic Planning
- Executive presentation development
- Inventory replenishment
- Meeting planning
- Strong problem solver
- MS Office

LANGUAGE

English, Hindi, Malayalam, Tamil

REFERENCE

Mr. Sujith Asanka

Designation: Supervisor at Redha Al Ansari

Email: Sujithasanka1985@gmail.com

Contact: 0564492944

Highly trained and knowledgeable Administrative Leader with almost 4 year's proven expertise in managing high- level operational needs in Foreign Exchange and Sales Settings. Well-coordinated in approach to internal or external requirements to deliver consistent results. Systematic, quality-driven and hardworking with excellent project management, planning and relationship-building abilities.

WORK EXPERIENCE

Executive Cashier Cum Teller

Redha Al Ansari, Dubai, U.A.E, 04/2021 – 05/2023

- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- Open / close branches as required and ensuring all tasks and checks are completed
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provides support and information to customers, over the counter and by phone
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day
- Training fresh joiners about the rule and procedures of money exchange business
- Procurement of currencies for export and other related inter branch transfers
- Ensuring proper remittance of money to the customer accounts
- Identifying fake currencies & Corporate remittance and exchange
- Proficient in using REA World Exchange Software & currency card transactions
- Strong customer relations and proficient in converting all walk in customers into transactions

Executive Cashier- Airport Counter

EBIXCASH World Money Limited, Kerala, India, 06/2019 – 04/2021

- All ground level Airport Authority works extending from Operations, Commercials, Finance, Security
- Procurement of currencies for export and other related inter branch transfers
- Represent company for various Airport Authority, RBI peripherals.
- Internal Auditing and track of documentations
- Ensuring proper remittance of money to the customer accounts
- Answering customer queries and complaints.
- Airport Business acquisitions and Business briefing.
- Updating and maintenance of business reports
- Maintain high quality in business operation.
- To assist customer with special requests.