

Mohamed Ricaz

TELLER



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☎ +971 567107579

📍 Deira, Dubai

📅 29/09/1994

🏴 Srilankan

💍 Married

👤 Male

🧩 EXPERTISE

Financial Transactions

Customer Service

Currency Knowledge

Cash Handling

Record Keeping

Compliance

Technology Proficiency

Team Collaboration

Problem Solving

Communication Skills

Transaction Verification

Cash Flow Management

📁 PROFESSIONAL EXPERIENCE

AL MUZAINI EXCHANGE

Head Teller

06/2019 – 04/2023 | Kuwait, Kuwait

MAIN DUTIES & RESPONSIBILITIES

- Keep cash secure, and maintain a high level of safety and security
- Ensuring that vault is balanced and in order.
- Bundling, labeling the cash and delivering LC to authorized collection agents with accuracy and proper receipts according to company policies & procedures.
- At end of each shift counting all cash received from tellers and to ensure it's matching the balance report generated by the system .
- Train tellers how to handle LC and FC.
- Assisting Customer's in case of any complaints and directing the customer to line manager or customer service if required.
- Record all transactions promptly, accurately and in compliance with the company produces.

CITY HARDWARE (PVT) LTD

Accountant

04/2017 – 04/2019 | Monaragala, Srilanka

LHD IMPORTS (PVT) LTD

Administrative Executive

09/2014 – 03/2017 | Matara, Srilanka

📄 PROFESSIONAL & ACADEMIC QUALIFICATION

G. C.E Advanced Level (Commerce Stream - SriLanka)

- Successfully Completed - Accounting, Economics and Business Studies subjects

G.C.E Ordinary Level Examination - Sri Lanka

- Successfully Completed

Institute of Certified Management Accountant of Sri Lanka.

Following Certified Management Accountant Operational Level.

Anti-Money Laundering (AML) Training

- * Boubyan Consulting Company (Kuwait), a member of MGI Worldwide.
- * Completed annually for four consecutive years

Combating Terrorist Financing (CTF) Training

- * Boubyan Consulting Company (Kuwait), a member of MGI Worldwide.
- * Completed annually for four consecutive years

Cross-Currency Transactions

SKILLS

- Quick Learner
- Hardworking
- Positive attitude
- Strong team -player
- Ability to multi-task
- Ability to work under pressure

LANGUAGES

Arabic	● ● ● ● ●
English	● ● ● ● ●
Tamil	● ● ● ● ●
Sinhala	● ● ● ● ●
Malayalam	● ● ● ● ●
Hindi	● ● ● ● ●

EXTRA CURRICULUM ACTIVITIES

- Contribution as a census officer at the enumeration stage of the 14th census of population and housing of Sri Lanka.
- A member of Café Association of Southern Province Sri Lanka.
- Completed Residential Leadership training program - 2013. Youth Development program)
- Contribution as a census officer at the enumeration stage of the 14th census of population and housing of Sri Lanka.

COMPUTER LITERACY

- Proficient in Microsoft Office.
- Extensive knowledge in MS Excel and MS Word.

REFERENCES

Yousuf Mohamed, *Finance Manager*, LaBottega - Dubai
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Shafny Marikkar, *IRS Officer*, IHS Towers - Dubai
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