

Mohamed Ricaz

CASHIER,
TELLER,
CURRENCY
EXCHANGE, and
REMITTANCE



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📍 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

🧩 OBJECTIVE

Results-oriented professional with a proven track record in financial transactions, customer service, and currency management. Seeking a challenging role to leverage my expertise in cash handling, compliance, and technology proficiency, contributing to the success and growth of a dynamic organization

📁 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



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 SriLanka.
- 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.

Communication Skills

Transaction Verification

Cash Flow Management

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



COMPUTER LITERACY

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

REFERENCES

References Available Upon Request



PROFESSIONAL & ACADEMIC QUALIFICATION

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

- Successfully Completed

* Accounts	-	S
* Economics	-	C
* Business Studies	-	B
* General English	-	C
* IT	-	C

G.C.E Ordinary Level Examination - Sri Lanka

- Successfully Completed

Institute of Certified Management Accountant of Sri Lanka.

Completed Foundation Level.

- * Management, Corporate Governance and Ethics - C
- * Business, Economics and Bus. Finance - C
- * Business English - B
- * Financial Accounting - C
- * Business Mathematics - C

- Following 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