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PROFESSIONAL SUMMARY

To be associated with a progressive organization this can provide me with a dynamic work. Sphere to extract my inherent skills as a professional use and develop my aptitude to further the organization's objectives and also attain my career target in the progress.

WORK EXPERIENCE

- **FRONT LINE ASSOCIATE (Lulu International Exchange)**
 - Provide exceptional customer service, addressing inquiries and resolving issues to enhance customer satisfaction.
 - Execute currency exchange transactions for customers, ensuring accuracy and compliance with regulatory requirements.
 - Collaborate with team members to streamline operational processes.
 - Remittance Currency exchanging -Handling currencies of various countries.
 - Conduct daily reconciliation of cash and currency holdings, minimizing discrepancies and ensuring financial accuracy.
 - Stay informed about market trends, exchange rates, and regulatory changes to provide up-to-date information to customer.

- **CURRENCY CARRIER/CASHIER (Abu Mehad Exchange)**
 - Currency exchanging- Handling currencies of various countries.
 - Counted drawers quickly and accurately at start and end of each shift.
 - Monitored transactions closely to verify legitimacy.
 - Built and maintained strong working relationships with colleagues across the company.
 - Identified opportunities to improve cashier processes.
 - Conducted regular audits of cash holdings and maintained accurate records to comply with audit requirements.

- **ASSISTANT ACCOUNTANT (Vishnu Traders)**
 - Reconciled all company accounts, including credit cards and expenses.
 - Input sales, purchase and cash transactions.
 - Met deadlines by managing workload independently.
 - Prepared Excel spreadsheets to track banking transactions and financial performance.
 - Generated account statements outlining payments and balances.

LANGUAGES

English-Advanced Hindi-Advanced Malayalam-Native
Tamil-Advanced Arabic-Beginner

