

# ADIL AHMOD CHOUDHURY

Experienced to Teller and Customer Service Management, Sales Executive excellent customer service, handling customer transactions, referring credit products, and balancing cash drawers. to hone extensive knowledge of banking products and procedures. Dedicated team player and ready to help an organization achieve its goals.

## WORK EXPERIENCE : -

### AL DAHAB EXCHANGE LLC (DUBAI)

TELLER/CASHIER Cum BDE

**09/05/2022–PRESENT**

- Purchase of foreign currency and conversion in Dirham or any other currency at the prevailing exchange rate.
- Good communication skills must be practiced.
- Adhere to signed company rules and policy/procedure.
- Sale of foreign currency against Dirham or any other currency at the prevailing rate.
- Ensure genuineness of currency notes being exchanged.
- Fake notes are to be reported immediately to the manager, who will take necessary steps to report to Central Bank/Local Police
- Accept cash from remittance customer as per the payment voucher.
- Verify voucher in the system and generate cash receipt voucher.
- Handover voucher to the customer
- Accept cash for salary deposits by WPS customer.
- Make payments for a cash payout.
- Tallying of cash as per system and deposit with treasury before end of duty
- Write a report in Logbook about tally, excess, short, and system problems, if any

### AMAFH Commercial Broker LLC (DUBAI)

CREDIT CARD AND PARSONAL LOAN SALES

**27/01/2022 – 28/04/2022**

- A dynamic sales individual having in depth experience of credit card sales and personal loan.
- Target oriented.
- Customer services.
- Relationship management.

### Al Kabayel General trading LLC (DUBAI)

CASHIER AND SALES

**20/10/2019 -26/12/2021**

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.

## EDUCATION: -

### Bachelor of Business Administration (BBA) 2022

INSTITUTE OF BASIC AND VOCATIONAL EDUCATION Bengaluru, KARNATAKA

### Higher Secondary (H.S) 2019

NABIN CHANDRA COLLEGE BADARPUR, ASSAM, INDIA

### High School Leaving Certificate (HSLC) 2016

GURU CHARON HIGH SCHOOL BADARPUR, ASSAM

## DECLARATION: -

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.



## CONTACT

☎ 971565410768

📍 BUILDING NO -45 NEAR ASTER  
HOSPITEL MUHAISANAH 4

✉ CHYADIL592@GMAIL.COM

🏠 adil-ahmod-choudhury-9973a2226

## PERSONALDETAILS

- Date of Birth: 28/12/1999
- Marital Status: Single
- Nationality: India
- Sex: Male

## SKILLS

- ✓ Good Customer Dealership
- ✓ Adaptability
- ✓ Self-Control
- ✓ Interpersonal
- ✓ Communication/Written and Verbal Communication
- ✓ Time Management
- ✓ Product
- ✓ Knowledge
- ✓ Telephone Etiquette
- ✓ Customer Service
- ✓ Efficiency & Punctuality
- ✓ Flexibility

## LANGUAGES

- ✓ English
- ✓ Hindi
- ✓ Urdu
- ✓ Bengali
- ✓ Assamese
- ✓ Arabic (Beginner)
- ✓ Nepali (Beginner)