



ZINI K M

PERSONAL INFORMATION

Date of Birth : 30-01-1995
Sex : Female
Marital Status: Married
Nationality : Indian
VisaType : Family Visa
Passport No : T5582083

CONTACT

Address:
Hamdan Street, Abu Dhabi,UAE

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LANGUAGES

English
Hindi
Malayalm

SKILLS

MS – OFFICE
TALLY

Cash handling expertise
Communication skills
Problem solving abilities
Customer service

CURRICULUM VITAE

OBJECTIVE

Top producing in administration and expert in customer Handling Dynamic communicator who consistently exceeds goals and company expectations.

WORK HISTORY

Customer Relation Executive

UAE 10-2019 TO 10-2021
Federal Exchange

- Maintained friendly and professional customer interactions.
- Executed customer transactions regarding cash, money
- Orders and money exchange
- Proficient in exchanging different currencies.
- Maintained balancing record with 100% rate of accuracy.
- Proficient in using computers and other office equipment
- Exceeded monthly sales goal.
- Recorded amounts received and prepared reports of transactions.
- Processed exchange and foreign currency.
- Trained new employees regarding money exchange procedures and cash drawer handing.
- Performed all duets as assigned by supervisor.

EDUCATION

2016- 2018

Master of Commerce: Mahatma Gandhi University,Kerala

2013 – 2015

Bachelor of Commerce: Calicut University,Kerala

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge