



SACHIL.V

CASHIER/EXCHANGER

Dedicated ,professional,supportive senior Cashier with applicable customer relations and cash handling experience

CONTACT

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☎ 971569152568

📍 UAE

EDUCATION

2005-2008
University of Calicut
Bachelor in Commerce

2003-2005
Kerala HSE Board
Kerala higher secondary

SKILLS | EXTRAS

- Organization
- Advanced Administration Software
- Time management
- Attention to detail
- Interpersonal skills

WORK EXPERIENCE

Foreign Exchange Cashier

Redha al Ansari Exchange 2014 -2023

Exchanging Foreign Currency from individual and exchange companies.

Prepare counterfeit note report,If any.

Handling customer complaints and queries.

Prepare Petty cash expenses.

Prepare cash deposits or shipment to HO.

Reporting various reconciliation transactions.

Coordinate and work closely with other teller

Administration Assistant Manager

UAE Exchange ,INDIA 2010 -2014

Administer and maintain daily front office operations.

Creat distribution agreement to Manager.

Developed and implemented a well organized filing system.

Control all office expenses like traveling,housing expenses

Prepared and processed all payroll and benefits for all employees.

Handling customer inquiries and follow up.