

CURRICULUM VITAE

SAFTHER HASHMI

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CAREER OBJECTIVE

Applying for the position of remittance cashier with the goal of providing outstanding customer service while maintaining accurate records of transactions and experienced at managing front of store needs in busy environment.

PROFILE

A solution oriented dynamic person with good attention to detail, a self-motivated team player with good communication and soft skills, a self-directed quick learner. Shows dutiful respect for compliance in all regulated environment and effective in monitoring delegated tasks with a clear vision to accomplish personal as well as company goals.

KEY SKILLS

- Problem solving skills.
- Written and verbal communication skills
- Building customer loyalty
- Ability to work well under pressure.
- Electronic funds transfer point of sale equipment
- Teamwork skills, Quick learner, keen to learn and improve skills.

QUALIFICATION

- Bachelor of Science (B.Sc) Electronics, A.W.H Special college, University of calicut.
- Technical skills: MS Office, Word, Excel, Power point, Outlook

PROFESSIONAL EXPERIENCE

- Cashier cum Accountant - T.N.Vegetables, wholesale import/export trades of nondurable goods, India- September 2012- February-2014
- Customer Relationship Executive - Manappuram Finance Limited, India - March 2014– July-2018
- Citizen Service Executive- Akshaya E-Centre, Common Service Center, India - September 2018- October-2023

ROLES & RESPONSIBILITIES

- Greeting customers in a friendly and welcoming manner.
- Provide support and information to customers, over the counter and by phone.
- Maintain a cash float and follows balancing and reconciling procedures
- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Follow compliance procedures, company policies and abide by all health and safety guidelines as per company standards

- Prepare daily 'End of Day' sheet at the close of each business day
- Good attention to detail, math, planning, and problem solving skills.
- An eye for detail and notice mistakes that could affect the company or customer's business, such as missing items during the transaction process.
- Ability to help others in the office or with their work, such as if they are having issues in the system
- Ensuring that all work areas are neat and tidy at all times.

WORK HISTORY:

- Executed customer transactions regarding cash, loans and money exchange.
- Maintained balancing record with 100% rate of accuracy.
- Processed exchange and foreign currency.

PERSONAL DETAILS:

- Date of Birth : 25 October 1989
- Marital Status : Unmarried
- Nationality : Indian
- Visa Status : Tourist
- Languages : English, Malayalam, Hindi

DECLARATION:

I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.

Place: Dubai

SAFTHER HASHMI