



## Shabeer Mohamed

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- **Date of birth:** 17/01/1986
- **Nationality:** Indian
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- **Email address:** [shabeerm04@gmail.com](mailto:shabeerm04@gmail.com)
- **Home:** Tharayil House Anjoor Thrissur Dist Kerala India, 679563 Kerala, India
- **Currently in Abu Dhabi (Visit Visa)**

## WORK EXPERIENCE

- **Self Employed/Retail Sales**

### She's Fashion Gallery

20/01/2021 – December 2023

Anjoor, Thrissur District, Kerala, India.

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My responsibility is to ensure the maximization of sales, staff management, maintain adequate inventory level, prepare and analysis business reports, inventory valuation , Customer service, Cash management.

- **Teller**

### Al Fardan Exchange LLC

18/12/2018 – 05/12/2020

- Abudhabi, United Arab Emirates
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My responsibility included money transfer to abroad on behalf of Customers. Also provides services like Foreign currency trading , value added services , utility bill payments , receives money through money transfer services like Western Union, Ria Money, Transfast, Xpress Money , IME etc. Also collect the cash from the customers regards with the services offered and make sure that the cash received and paid are accurate and ensure the proper accounting. Cash handling and Customer satisfaction are the main factors in the daily routine. It is our essential responsibility to attend the training programs like Anti Money Laundry (AML), Fraud detection, Customer satisfaction, launching of new company products etc.

- **Branch Supervisor**

Lulu International Exchange LLC

06/01/2011 – 05/06/2018

- Abudhabi, United Arab Emirates
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I have started my career as Cashier in 2011. Then promoted as Foreign Currency Cashier, then Assistant Branch Supervisor and finally received the designation of Branch Supervisor which is equivalent to Branch In charge for small branches (Branches with employees below 10 are classified as small branch).

My responsibility is to make remittance \ money transfer . Also handled cash for the services provided. Front office management, Liaison with Back office and all other departments , physical verification of cash and foreign currencies, business reports and data analysis, marketing and cross selling company products, resolving customer complaints and provide aftersales services, utility bill payments , maintaining all records and files , reconciliation of accounts and reports, ensure compliance policies, prepare and analysis of business data , arranging staff \ employee meeting , assign targets and performance appraisal etc.

## **EDUCATION AND TRAINING**

### **Sikkim Manipal University**

MBA (Master of Business Administration)

01/09/2010 – 01/01/2013

- Kerala, India, Kerala, India
- [smu.edu.in](http://smu.edu.in)

## University of Calicut

BBA (Bachelor of Business Administration)

06/06/2006 – 08/08/2010

- Kerala, India, kerala, India
- [uoc.ac.in](http://uoc.ac.in)

## LANGUAGE KNOWN

- English
- Malayalam
- Hindi
- Tamil
- Arabic (Beginner)

## DIGITAL SKILLS

### My Digital Skills

#### Other

- Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google
- Communication software and social media
- Google tools (Gmail Drive Google forms etc)
- Experience in video conferencing (Zoom, Skype)
- Internet, E-mail and Social Media
- Team-work oriented
- Responsibility
- Motivated and ambitious
- Organization planning and punctuality
- Social skills (Adaptable and flexible; sociable; team work; work ethic)
- Problems solving and decision making
- Ability to learn quickly new stuffs and technologies
- Good leadership skills, planning and collaboration in heterogeneous groups