



MUHAMMED SAFVAN.P

Foreign Exchange Teller

CONTACT

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UAE, Al rollard, Al raffa-Bur Dubai

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PERSONAL INFO

- Date of birth: 8 April 2000
- Nationality: Indian

PROFESSIONAL SUMMARY

Experienced Foreign Exchange Teller with three years of expertise in currency exchange, market analysis, customer service, and bookkeeping. Proven track record in executing efficient transactions, ensuring accurate cash handling, and conducting market analysis. Proficient in English, Hindi, Malayalam, and Tamil, holding a B.B.A. degree from Calicut University (2022). Skilled in MS Office and Tally ERP. Indian citizen with a visit visa until March.

EXPERIENCE

ADMINISTRATION CUM CUSTOMER SERVICE EXECUTIVE WESTERN CURRENCY EXCHANGE PVT.LTD / India, Kerala

2020 - 2023

- Execute efficient and accurate foreign currency transactions for clients, ensuring precision and adherence to regulatory guidelines.
- Manage data entry tasks, update sales and purchase reports, and maintain an accurate cash book for comprehensive financial record-keeping.
- Demonstrate proficiency in foreign currency exchange operations, handling various currencies while maintaining regulatory compliance.
- Ensure precise cash handling during transactions to prevent discrepancies and uphold the financial integrity of the organization.
- Collect and verify customer identification, including passport copies and national IDs, and maintain meticulous records to meet regulatory requirements.
- Conduct market analysis to establish competitive local exchange rates for retail customers, contributing to the organization's competitiveness in the foreign currency exchange market.
- Facilitate money transfers, moving funds securely between accounts, including Western Union transactions.
- Perform administrative tasks such as filing, generating reports, and maintaining mail correspondence to support overall organizational efficiency.

BILLING CUM CASHIER

BUDGET HYPERMARKET / India, Kerala

2019 - 2020

- Execute precise billing and cashier tasks, prioritizing accuracy and efficiency in processing customer transactions.
- Interact with customers, ensuring a positive and efficient checkout experience by addressing inquiries and providing excellent service.
- Verify product details and prices during billing procedures, maintaining meticulous attention to prevent errors.
- Demonstrate proficiency in cash handling, accurately counting and processing payments to maintain financial accuracy.

- - Strictly adhere to established procedures and protocols, ensuring the integrity of financial transactions and organizational policies.

EDUCATION

BBA

University of Calicut, India

- 2022

HSE

M.I.C higher secondary schoo

- 2018

SKILLS

Financial Acumen



Attention to Detail



Communication Skills



Customer Service



Mathematical Skills



Technology Proficiency



EXPERTISE

Ms word, Ms excel, Ms office, Ms powerpoint, Tally erp, Fin book, Acro bis