Mohammed Kunhi P P
TELLER

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Objective

Dedicated, adaptable, and supportive Customer Service Officer and eager to leverage retail experience and Service to pursue new opportunities to support a brand's goals. Positive communicator looking to join a positive and motivated team of professionals.

Education

Kannur University - 2018
BACHELOR OF COMPUTER APPLICATION -

Kerala State Board - 2015
HIGHER SECONDARY EDUCATION -

Experience

Al Fardan Exchange LLC

TELLER   24/10/2022 - PRESENT

• Process financial transactions such as deposits, payments, cashing checks, processing wire transfers and various drafts.
• Maintain cash and a high level of safety and security .
• Promote high quality customer service and improved client relationships.
• Order a supply of cash to meet daily needs .
• Sort deposit slips and checks.
• Receive and count daily inventories of cash,drafts and travelers checks.
• Carry out special services for customers, such as ordering our pre-paid cards
Compute financial fees, interest, and service charges.
• Obtain and process information required for the provision of services , such as opening accounts, savings plans, and purchasing bonds.
•Where centralized telegraphic transfers are involved liaise with Treasury department to obtain best rates for VIP & or high net worth customers
• Cross sell, identify and refering products.
• Cash reconciliation & balancing
• General filing
• Proper understanding and processing for all centralized activities as per Branch Operations
• Knowledge of UAE banking practices , regulations & risks
• General awareness of competitors in the local market
• Knowledge of service standards
• End of day balancing

Conserve Infotech Pvt Ltd

Support Engineer   01/07/2019 - 20/11/2019

• Customer Service and Detail the work to the Customer that we are doing in their site.
•Identify & Resolve hardware-software issues and finally conducting Acceptance testing with customer(Authoriezed Person).

Skills

• Customer Etiquette
• Cash Balancing
• Reporting, Filing & Typing
• Computer Skills

Language

• English, Hindi, Tamil & Malayalam