

RAMESH LASETTI MALLESHAM



CAREER OBJECTIVE

To become competent and dynamic professional working in an organization that places high value on professional growth for self-motivated individuals seeking challenging assignments for responsible position.

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Rameshlaletti349@gmail.com

COMPUTER SKILLS

MS OFFICE

(MS word, MS excel, power point)

KEY SKILLS

- Responsible and self motivated
- Excellent
- Good oral communication
- Ability to work and learn under pressure
- Confident and good team player
- Punctuality
- Friendly, social with pleasing manners
- Hard working

LANGUAGES SPOKEN

- English (speak, read, write)
- Arabic (speak, typing, write)
- Hindi (speak, read, write)
- Telugu (speak, read, write)

ABOUT ME

Date of birth : Sep 18, 1996
Place of birth : Dhammannapet ,gollapally
dst:-jagital ,telangana
Nationality : Indian
Religion : Hindu
Marital status : Single

EDUCATION

- Board of secondary education march 2012 (old highscool jagital, telangana)
- Board of intermediate education march 2014 (siddartha jr college ,gollapally ,
- BCOM 2014 to 2016 (discontinue) (vennala digree college, gollapally)

EXPERIENCE

AL BADER MONEY EXCHANGE (june 2016 to present)

DESIGNATION: REMITTANCE STAFF, WPS STAFF, CASHIER

- Dealing with customers needs
- Making sure all the transaction passed the AML standars
- Monitoring, creating, and updating ATM cards via ASPIRE system and WPS (**Wages Protection System**)
- Assist customers and clients for unboarding for WPS (**Wages Protection System**) coordinate for processing WPS services
- Inputting data into the system while following standard operating procedures and customer specific instruction for processing (**OUTWARD, INWARD**)
- Updating and Monitoring remittance status via portal system
- Cash depositing on branch **ATM**
- Handle Arabic customer
- cash handling
- document controller
- buying and selling of foreign currencies from/to customer
- opening NRI account for customer

I hereby declare that the facts given in this resume are correct to best my of my knowledge and belief.