



MOHAMMED SHEREEF

TELLER & MARKETING EXECUTIVE

PROFESSIONAL SUMMARY

customer oriented, strategic thinking and sales professional with over three years experience. multitasking and self motivated leader with expertise on expanding network connections. effective at identifying customer needs to deliver solutions.

CONTACT



+971 562656022



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Alquoz,Dubai

MY SKILLS

Communication	<div></div>
Customer service	<div></div>
Teamwork	<div></div>
Organizational	<div></div>
Creativity	<div></div>

WORK EXPERIENCES

- TELLER**
AL DAHAB EXCHANGE
2022 April-Present
 - CASHIER AND BUSINESS DEVELOPMENT EXECUTIVE**
 - Handle remittance, withdrawals and wage protection system (WPS)
 - Checking the international forex sites and deal the currency selling and buying
 - Ensure company Anti-Money Laundering/CFT policies and procedures are strictly adhered to.
 - Responding to customer inquiries and concerns in a professional manner while offering comprehensive solutions.
 - Researched competitor behaviour and adapted tactics to boost performance.
- LOGISTICS OFFICER**
2019 - 2020
 - LOGISTICS AND DOCUMENTATION**
 - Reviewed customer orders and manually entered data into centralized data base (MS EXCEL)
 - Prepared invoices for all cutomers in the logistics for each contract

EDUCATION

- CCEK**
2018 - 2019
 - PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS**
- CALICUT UNIVERSITY**
2015 - 2018
 - BACHELOR OF BUSINESS ADMINISTRATION**

PERSONAL INFORMATION

DATE OF BIRTH : 23-04-1997
NATIONALITY : INDIAN
LANGUAGE : ENGLISH, HINDI, MALAYALAM, ARABIC (INTERMEDIATE)
VISA STATUS : CURRENTLY WORKING

DECLARATION

I hereby declare the above mentioned information is correct up to my knowledge and i bear the responsibility for the above mentioned particulars.