

AJISH THOMAS



CAREER OBJECTIVE

I am seeking a challenging career as a professional in an organization, to apply my skills and knowledge in the best possible way to deliver outstanding performance for the growth of organization.

EDUCATIONAL BACKGROUND

- B.Com (Kannur University .
- Certified in Tally 9.
- A+, N+ (Hardware & Networking).
- MS Word, MS power point, MS Excel, and Outlook.

Professional Experience

AL FARDAN EXCHANGE - UAE (April 2014 to Still)

Position : Centralized Cash Management / Bank notes Division.

- Provides excellent customer service, handling multi-currency transactions.
- Responsible to generate more profit from retail forex Sales and purchase.
- Balance daily work in accordance to established Policies and procedures set by the company.
- Report to the higher official regarding branch level dealings
- Handling bulk currency s for shipments
- Maintain good relationship with market dealers in UAE
- Quoting currency rates for branches and market competitors
- Prepare International export and Import documents for customs
- Analyse currency fluctuations in the market on daily basis.
- Fixing currency rates for branches and competitors
- Flight airway bill booking for export.

REDHA AL ANSARI EXCHANGE-UAE (March-4- 2012-

March-3-2014) POSITION: - Customer service executive /Forex Teller

- Maintain good relation with the customers and introduces new products the tie-ups may offer.
- Process outward telegraphic/electronic transfers, wire transfers and various instant on-line-internet based transfers.
- Pay-out domestic and international incoming remittances.
- Attend to customer's complaints, inquiry and needs.
- Build customer loyalty through courtesy and friendliness.
- Promote to customer services and products, via customer education and
- Cross-sell referrals wps .- acceptance and payment of companies salary
- Online payment of various airlines ticket fairs
- Responsible for kyc and anti money laundering set up uae central bank
- Accounting of all receipt and payment of the branch



Contacts

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Email:
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Nationality: India

Sex : Male

Civil Status : Single

Visa Status: Visit Visa

LANGUAGE

English, Hindi,
Kannada , Malayalam
& Tamil.

SKILLS

- Typing speed 40 wpm
- Valid Indian Driving License Holder.
- Very easy going and friendly character.
- Strategic Business Plan evolution implementation and management.



SKILLS

- Strong interpersonal and management skills, flexible and fast moving office administration.
- Working knowledge of office applications, web browsing and email and e mail software.
- Proven ability to budget time and performs under stress , follow instructions , adapt quickly to challenge and follow on through Assignments.
- Able to perform office tasks and interacts as a team player
- using excellent written and communication skills with
- Close attention to detail.
- Customer focused performer who is committed to quality in very task-every task from direct Interaction with co-workers and
- users to high level of service provided to company
- and clients (effective listening and interpretative skills)
- Critical thinking, using logic and reasoning to identify strengths and weaknesses of alternative solutions ,conclusions or
- Approaches to problems.
- Knowledgeable in taking calls for sales and customer service



CORE STRENGTH

- Flexible & Adaptable
- Understand & Learn Quickly
- Work Well Under Pressure
- Result Oriented
- Reliable & Helpful Attitude

REFERENCES

Can be provided upon request

DECLARATION

I declare that the information provided above is true and correct to the best of my knowledge.

Ajish Thomas