

EBINS V S

 ebi.sunny@gmail.com

 +971-508151141

 www.linkedin.com/in/ebins-vadukkoott-sunny-4a563553

TO THE HIRING MANAGER

I am writing to apply for the position of **Teller Cashier** I am an energetic and diligent individual with 8 years of experience in customer service, cashiering and administrative tasks

In my previous role as a **Teller Supervisor** I am responsible for providing excellent customer service while accurately processing payment transactions. I have also handled a variety of administrative tasks such as stocking shelves, balancing the cash drawer, and reconciling receipts. My attention to detail and ability to multitask have allowed me to consistently exceed expectations.

I am confident that my skills and experience make me an ideal candidate for the position. I have a great work ethic, a friendly demeanor, and I am passionate about delivering and outstanding customer experience. I am also a fast learner and eager to take on new challenges.

Thank you for your time and consideration. I look forward to learning more about the position and discussing how I can be an asset

Sincerely,

EBINS VADUKKOOTT SUNNY

EBINS V S

Teller/Remittance Cashier



✉ ebi.sunny@gmail.com ☎ +971-508151141 📍 Dubai,uAe

📅 05/11/1990 🇮🇳 Indian 🤰 Married

🌐 EBINS VADUKKOOTT SUNNY 📄 U0136077

🚗 GCC Driving Licence Holder (Qatar) qatar 🇶🇦

Profile

I am a Teller Supervisor with over eight years of experience in the banking industry. I have a proven track record of providing excellent customer service and managing teller operations efficiently. I am skilled in training new tellers, balancing cash drawers, and resolving customer issues promptly.

Professional Experience

Remittance/Teller Supervisor

03/2016 – 05/2023

CITY EXCHANGE CO WLL 📄

Doha, Qatar

- Maintain good relations with customers, customer handling, customer support (CRM)
- Maintained friendly and professional customer interactions
- KYC verifications
- Delegate work to staff
- Handled customer complaints in a sympathetic and efficient manner
- Verification remittance and incoming transactions for the different kinds of money products of (WESTERN UNION, RIA, BANK TRANSACTIONS) etc.
- Prepared Cheques and Purchase vouchers as well as Refund transactions from the software CASMAX
- Teller operations
- Microsoft Office

Remittance officer

02/2015 – 03/2016

CITY EXCHANGE CO WLL 📄

Doha, Qatar

- Making money transfers and incoming transactions for the leading money products of (WESTERN UNION, RIA, BANK TRANSACTIONS) etc.
- Customer handling, customer support, customer care
- Money transfers
- Value for money
- Cash handling
- Handled Forex transactions
- Data analysis, Data Entry
- Microsoft Office

Office Admin cum Document Controller

01/2014 – 01/2015

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Doha, Qatar

- MS Office applications (Word, Outlook and Excel)
- Data entry and Data analysis

- Making LPO's and Purchase Vouchers etc
- managing office supplies, organizing company records, scheduling appointments, and providing administrative support to staff members

Sales Marketing Assistant

NSB BPO SERVICES pvt ltd Mumbai

05/2013 – 02/2014
Mumbai, India

- Maintained knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Wrote sales slips and sales contracts. Contacted other store locations to determine merchandise availability.

Greeted customers in a timely fashion while quickly determining their needs. Engaged with customers in a sincere and friendly manner.

- Built relationships with customers to increase likelihood of repeat business

Education

Bachelor of Commerce

05/2014

Skills

Customer Care CRM,English (Typing in software) ,MS Office applications (Word, Outlook and Excel ● ● ● ● ●

Progressive Work Experience in Gulf, Hardworking & Sincere,Go-header with Positive thinking ● ● ● ● ●

Languages

English ● ● ● ● ●

Hindi ● ● ● ● ●

Tamil ● ● ● ● ●

Malayalam ● ● ● ● ●

Arabic ● ● ● ● ●

Interests

- Travelling

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If an opportunity provided to me I will render my service sincerely.

EBINS VADUKKOOTT SUNNY