

MUKHTHAR KPP

Remittance Cashier

Address: Dubai, United Arab Emirates

Phone: +971-505900313

Email: mukhtharmoideen7@gmail.com

LinkedIn: <https://www.linkedin.com/in/mukhthar-kpp-38b183205>

GitHub: <https://github.com/Mukhtharmoideen>



OBJECTIVE

Aspiring to leverage my experience in customer service, cash handling, and administrative support as a **Remittance Clerk**. I am committed to providing excellent customer service, adhering to AML compliance, and efficiently managing remittance transactions.

EDUCATION

➤ **Bachelor of Business Administration (BBA)**

Jamia Hamdard University, New Delhi, India

2019 – 2022

- Major: Business Administration
- Relevant Coursework: Marketing Management, Financial Accounting, Business Law, Organizational Behavior, Strategic Management
- Project: Developed a comprehensive business plan for a startup, focusing on market analysis, financial projections, and strategic planning.

➤ **Higher Secondary Education (Commerce)**

Thajul Uloom English Medium Higher Secondary School

2017 – 2019

EXPERIENCE

Cashier

Kitchen Galaxy, Kerala, India

April 2021 – April 2023

- **Processed Transactions:** Accurately handled cash transactions, including payments and refunds, ensuring precise cash management and register balancing.
- **Customer Service:** Delivered exceptional customer service, assisting with product inquiries, resolving complaints, and providing a positive shopping experience.
- **Compliance Adherence:** Followed AML (Anti-Money Laundering) policies and company procedures to ensure compliance during all financial transactions.
- **Record Keeping:** Maintained detailed and organized transaction records, including filing and documentation, in accordance with company standards.
- **Inventory Management:** Monitored and managed inventory levels, reporting stock discrepancies and assisting with stock replenishment.
- **Team Collaboration:** Worked effectively with team members to ensure efficient store operations and contribute to a cooperative work environment.
- **Cash Register Operation:** Operated the cash register and POS (Point of Sale) systems proficiently, ensuring accurate transaction processing and customer service.

SKILLS

- **Customer Service:** Proficient in delivering exceptional customer service, including adhering to the SGOT Rule (Smile, Greet, Offer, Thank) to ensure customer satisfaction.
- **AML Compliance:** Knowledgeable in Anti-Money Laundering (AML) rules, policies, and procedures to ensure all transactions are compliant.
- **Document Filing:** Experienced in collecting and filing transaction supporting documents according to uniform filing systems and AML policies.
- **Cash Handling:** Skilled in managing cash transactions with accuracy and efficiency.
- **Technical Support:** Capable of forwarding and handling technical support requests efficiently.
- **Cross-Selling:** Adept at promoting and cross-selling products and services to customers.
- **Customer Relationship Building:** Skilled in identifying and cultivating potential customer relationships and business opportunities.
- **Communication:** Strong verbal and written communication skills in English.
- **Telephone Support:** Proficient in answering phone calls and providing necessary information, including transfer rates.
- **Pressure Management:** Ability to work effectively under pressure, maintaining professionalism and accuracy.
- **Workplace Management:** Ensuring cleanliness and organization of the counter, drawers, tables, and overall workplace.

COURSE / TRAINING

- **Python Full-Stack Development Course and Training**
Futuro IT Solutions, Ernakulam
October 2023 – April 2024
- **Course:** Completed a comprehensive Python Full-Stack Development course covering key technologies and practices, including Python, Django, HTML5, CSS3, JavaScript, MongoDB, MySQL, Bootstrap, and SQLite.
- **Training:** Undertook intensive hands-on training, working on practical projects such as a Job Portal, Food Blog, Hangman Game, and Netflix Clone. Gained experience in coding, debugging, and deploying web applications.
- **Skills Developed:** Proficient in front-end and back-end development, database integration, and deployment. Enhanced problem-solving abilities and learned industry best practices.

CERTIFICATIONS

- Python Full-Stack Development (Course and Training) Futuro IT Solutions, Ernakulam
April 2024

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil