

JAMEER IBRAHIM .M

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CAREER OBJECTIVE

To work in an organization where I can enhance my skills and knowledge to contribute to the organization's growth and development. Detail-oriented and friendly cashier seeking to provide exceptional customer service at Universal Hardware's. Committed to accuracy in transactions and fostering a welcoming environment for all customers

WORK EXPERIENCE

Worked as **Cashier cum sales assistant UNIVERSAL HARDWARES** (June-2023 TO July-2024)

- Cash handling
- Keep report of Transaction
- Coordinate product promotion
- **Detailing products to customer**
- Cross selling

Worked as an Operations **Executive** in **MUTHOOT FINANCE LTD** (October-2021 TO April - 2023)

- Handling a team of 5 executives and ensuring that the targets are met.
- Verifying and approving loan and its closure
- Checking and verifying the daily reports and transactions.
- Coordinating with the regional office and branches for smooth functioning of operations.
- Ensuring adherence to the company's policies and procedures.
- Handling customer queries and complaints.
- Any other task assigned by the management.
- Direct Marketing of Cross selling products at branches for Insurance and allied products.
- Team Handling & driving daily, monthly & Quarterly branch targets.
- Daily Branch Closures, EOD Activity
- Marketing & Campaigning activities, Takeovers etc.
- Conducted internal audit of gold vault in our branch every quarter
- Ensure SOP in business and safety of goods
- Conduct performance enhancement program to boost our business
- Vault maintenance

Relationship Executive IN MUTHOOT FINANCE LTD (October-2016 TO september-2021)

- Working as both cashier and clerical work
- Cash handling
- International money transfer and forex.
- Daily report maintaining.
- Create vouchers and invoice bills
- Daily records Maintains
- Enquire customer needs and wants
- Gold appraisal work.

ACADEMIC DETAILS

- **MBA (Marketing & HR)** in Crescent Business School from B.S Abdur Rahman University, Chennai with **7.3 CGPA**, during **2011 - 2013**.
- **B.sc-Biotechnology** in Thiagarajar college of Arts and Science from Madurai Kamaraj University, Madurai with **56.02 %**, during **2008 - 2011**.
- **HSC (12th)** in Syed Ammal Hr.Sec School, Ramnad. From the Board of Higher Secondary Examination, TamilNadu with **66.08 %**, during **2008**.

SKILLS

- Good communication, Leadership and interpersonal skills.
- Operation & Risk management
- Ability to work under challenging condition and meet deadlines.
- Good analytical and problem solving skills.
- Computer skills- MS office, Excel, PowerPoint, Etc.
- Team management & handling skills.

PERSONAL DETAILS

- Date of Birth : 13th November 1990
- Gender : Male
- Nationality : Indian
- Marital status : Married
- Passport No : **W1401233**
- Passport expiry : 15/09/2032
- Visa Status : Visit Visa until Valid at (24.12.2024)

DECLARATION

I hereby declare that above information is correct to the best of my knowledge and belief.

Place: Dubai.

yours sincerely,
(M.JAMEER IBRAHIM)